



The photo manager that sets you free

USER GUIDE

acd™

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Table of Contents

ACD Systems at the hub of digital imaging	1
CHAPTER 1:WELCOME TO ACDSEE 7.0	3
System requirements	4
Installing ACDSee	5
Starting ACDSee	6
Running ACDSee in the Taskbar Notification area	6
CHAPTER 2:GETTING STARTED	7
Running ACDSee for the first time	8
About the ACDSee user interface	8
The Browser	8
The Viewer	9
Edit Mode	9
Associating file formats with ACDSee	10
Customizing ACDSee	11
Customizing toolbars	11
Configuring image editors	13
Setting ACDSee options	14
Checking for updates	14
Using myACD	15
Installing the ACD Media Support Package	16
Using the Help system	17
CHAPTER 3: BROWSING	19
About Browser panes	20
Customizing the Browser pane layout	21
About the Browser toolbars	22
Setting the Browser options	23
Using the File List pane	24
Filtering files	26
Changing view modes	26
Sorting files	28
Selecting files	29
Setting the File List pane options	30
Customizing thumbnails	31
Using the Preview pane	33
Setting the Preview pane options	33
Using the Folders pane	34

Creating and managing folders	34
Creating a Favorites shortcut	35
Setting the Folders pane options	35
Working with files and folders in the Browser	36
Setting File Management options	36
Copying and moving files	37
Pasting files and folders	38
Copying images	38
Replacing a file	39
Renaming a file or folder	39
Working with offline media	40
Using shell commands	40
Using the Calendar pane	41
Displaying files by date and time	42
Navigating in the Calendar pane	42
Setting the Calendar pane options	43
Using the Image Basket	44
Refreshing the Browser	45

CHAPTER 4: ACQUIRING 47

About removable devices	48
Using the Acquire Wizard	48
Creating a renaming template	49
Using the ACDSee Device Detector	50
Starting the ACDSee Device Detector	51
Setting the Device Detector options	51
Automatically acquiring files from a removable device	52
Configuring a device	52
Acquiring files from a profiled device	54
Updating or deleting a device profile	54
Downloading files from a mobile phone	55
Taking a screen capture	55

CHAPTER 5: VIEWING 57

Opening files in the Viewer	58
Viewing images in full screen mode	58
Setting Viewer options	59
Customizing the Viewer display	60
Zooming an image	61
Setting a zoom level	62
Automatically shrinking or enlarging images	63
Panning an image	64
Using the Magnifying Glass and Navigator panes	65

Using the Histogram pane	66
Viewing file properties in the Viewer	66
Displaying text and file information on images	66
Changing image color depth	68
Selecting part of an image	68
Playing audio and video files	69
Selecting part of a media file	70
Saving video frames as images	71
Working with image audio	72
Adding and editing image audio	72
Recording and adding audio to an image	73
Viewing a slide show	74
Setting slide show options	75
Starting a slide show automatically	77
Using Auto Advance	78
Creating a desktop screen saver	79
Setting an image as the desktop wallpaper	81
Synchronizing the Viewer to a folder	82
Returning to the Browser	83

CHAPTER 6: EDITING 85

Working in Edit Mode	86
Customizing the Edit Panel	86
About tool presets	87
Using the undo/redo system	88
Using the Preview bar	88
Saving images in Edit Mode	89
Closing Edit Mode	89
Adjusting image light levels	89
Automatically adjusting an image's exposure	90
Adjusting image brightness	90
Adjusting image levels	91
Adjusting brightness curves	92
Adjusting image color	93
Automatically adjusting image colors	93
Removing a color cast	93
Changing HSL values	94
Changing RGB values	94
Removing red-eye from digital photos	95
Sharpening and blurring images	95
Using the Sharpness tool	95
Using the Unsharp Mask tool	96
Blurring an image	96

Adding and removing image noise	98
Adding noise to an image	98
Removing noise from an image	99
Resizing an image	100
About resampling filters	101
Cropping an image	102
Resizing the crop window	102
Rotating and flipping an image	103
Rotating an image	103
Flipping an image	104
Applying special effects filters	104
Applying a Bathroom Window effect	104
Applying a Blinds effect	105
Applying a Bulge effect	105
Applying a Colored Edges effect	106
Applying a Contours effect	107
Applying a Crosshatch effect	107
Applying a Dauber effect	108
Applying an Edge Detect effect	108
Applying an Emboss effect	109
Applying a Furry Edges effect	109
Applying a Mirror effect	110
Applying a Negative effect	111
Applying an Oil Paint effect	111
Applying a Pencil Drawing effect	111
Applying a Pixel Explosion effect	112
Applying a Pixelate effect	112
Applying a Posterize effect	113
Applying a Ripple effect	113
Applying a Scattered Tiles effect	114
Applying a Sepia effect	115
Applying a Sheet Metal effect	115
Applying a Shift effect	116
Applying a Solarize effect	116
Applying a Sunspot effect	117
Applying a Swirl effect	117
Applying a Topographic Map effect	118
Applying a Wind effect	119
Creating a custom effect filter	120
CHAPTER 7:ORGANIZING AND MANAGING	121
About the ACDSee database	122
Using the Properties pane	123

Properties pane areas	123
Creating and managing keywords	124
Using the Organize pane	125
Organize pane classifications	126
Managing categories	127
Classifying files	127
Customizing the Organize pane	128
Managing database information	129
Cataloging files	130
Adding EXIF information to the database	130
Rebuilding thumbnails	131
Excluding folders from the database	131
Converting an older ACDSee database	132
Exporting database information	132
Importing database information	133
Importing file information from other sources	134
Backing up database information	135
Restoring database information from a backup	137
Quarantining files	137
Maintaining the database	138
Working with multiple images	139
Converting images to another format	139
Rotating or flipping images	140
Resizing images	142
Adjusting the exposure of multiple images	146
Changing the date and time properties of your files	148
Renaming a group of files	150
Adding EXIF information	152
Comparing images	152
Creating archives of your files	154
Generating file lists	156

CHAPTER 8: SEARCHING 157

Finding images quickly	158
Using the Search pane	158
Search pane areas	158
Searching with file name patterns	160
Using selective browsing	161
Setting selective browsing criteria	162
Tips for selective browsing	163
Finding duplicate files	164

CHAPTER 9: SHARING	165
Emailing images	166
Creating an online SendPix album	167
Publishing images to TiVo	167
Creating a slide show you can share	168
Creating a PDF	169
Creating a CD or DVD	170
Creating an HTML album	172
Creating a contact sheet	172
CHAPTER 10: PRINTING	175
Printing images in ACDSee	176
Setting contact sheet options	177
Setting printer options	178
Adjusting page settings	179
Adding text to pages	179
Ordering prints online	180
APPENDIXES	181
Appendix 1: Contacting ACD Systems	182
About the ACDInTouch Service	183
Appendix 2: Supported File Formats	184
Image formats	184
Archive formats	187
Video and audio formats	188
Working with plug-ins	189
Appendix 3: Default toolbar layouts	191
Appendix 4: Keyboard shortcuts	194
Browser keyboard shortcuts	194
Viewer keyboard and mouse shortcuts	198
Appendix 5: System administrator options	203
Command line arguments	203
DDE interface	204
GLOSSARY	209
INDEX	223

ACD Systems at the hub of digital imaging

Based in Victoria, British Columbia, Canada, ACD Systems designs, develops and markets digital imaging software that meets the needs of home and professional users. Millions of consumers and more than 33,000 corporate clients use our flagship product ACDSee. To serve our global customers well, our Web content is available in 12 languages along with many of our products for PC and Macintosh.

ACD Systems continues to capitalize on the explosive growth in the use of digital images via cameras, scanners, PDAs and the Internet. We have strong strategic alliances with value added resellers (VARs), original equipment manufacturers (OEMs), retailers, software publishers and distributors throughout North America and worldwide. Plus, our unique platform model and Software Development Kit (SDK) lets third parties offer their own imaging solutions through our software.



WELCOME TO ACDSEE 7.0

Congratulations on choosing ACDSee – the world’s #1 digital imaging software. ACDSee is a comprehensive application ideal for acquiring, organizing, viewing, enhancing, and sharing your images.

With ACDSee, you can find, organize, and preview images and media files on your computer, and efficiently acquire images from digital cameras, scanners, and other devices.

ACDSee’s full-featured image viewer and media player quickly generates high-quality displays of your images and media files. You can run slide shows, play embedded audio, and display multiple page images in any of the over 50 supported image and multimedia file formats.

Also, ACDSee includes a wide variety of image editing tools you can use to create, edit, and touch-up your digital images. Use tools such as red-eye reduction, crop, sharpen, blur, and emboss to enhance or correct your images. Image management tools, such as exposure adjustment, convert, resize, rename, and rotate, can be used to adjust multiple files at the same time.

The user interface is completely customizable, and provides quick access to tools and features. You can customize the screen layout, toolbar display, and many other options to suit your preferences. ACDSee also contains extensive context-sensitive Help to assist you as you move through the application.

ACDSee 7.0 is a fast, powerful, and easy-to-use image management system that everyone from beginners to professionals can use and enjoy.

System requirements

To browse and view your images and videos, and listen to your audio files with ACDSee, it is necessary that your system include the following components:

	Minimum	Recommended
Hardware	Pentium III 500 MHz processor or equivalent	Pentium 4 or higher
	128 MB RAM	256 MB RAM
	100 MB hard drive space	250 MB hard drive space
	16-bit High Color display adapter	High Color display adapter
	CD/DVD writer	
Software	Windows 98SE, ME, 2000, XP	Windows XP
	Microsoft Internet Explorer 5.0	Microsoft Internet Explorer 6.0
		ACD Media Support Package
		Microsoft DirectX 9.0* — for Microsoft DirectX file format support, and for creating slide shows and screen savers
		QuickTime 6.0* — for QuickTime file format support
		Ghostscript 8.0* — for PDF support
		Windows Media Player 9.0 or later* — for Windows Media Player file format support

*To download these components, please visit our Web site at:
www.ACDSYSTEMS.com/English/Support/installation-support

Installing ACDSee

You can install ACDSee from a CD-ROM, or from an executable file downloaded from the Internet.

To install ACDSee from a CD-ROM:

1. Insert the CD into your CD-ROM drive.
2. Click the **Start** button, and then click **Run**.
3. Click **Browse**.
4. In the **Look in** drop-down list, select the CD-ROM drive.
5. Select **Setup.exe**.
6. Click **Open**.
7. Click **OK** to run the installation, and follow the instructions in the install wizard.

To install from an executable file:

1. Double-click the executable file.
2. Click **Next** to start the install process, and follow the instructions in the install wizard.



The install wizard places application shortcut icons on the desktop and in the Start menu.

Uninstalling

You can remove any ACD Systems product from your computer at any time.

To uninstall ACDSee from your system:

1. Click the **Start** button, and then click **Settings | Control Panel**.
2. Double-click **Add/Remove Programs**.
3. Select **ACDSee 7.0**.
4. Click **Change/Remove**. Follow the instructions in the uninstall wizard.

Starting ACDSee

When you install ACDSee on your computer, the install wizard places application shortcut icons on the desktop and in the Start menu.

To start ACDSee:

Do one of the following:

- Double-click the ACDSee 7.0 icon on your desktop.
- Click **Start | Programs**, and then select **ACD Systems | ACDSee 7.0**.

Opening a second copy of ACDSee

You can open another instance of ACDSee and use it to view images while browsing your files with the first instance. You can also drag files from one instance to the other.

To open another instance of ACDSee:

In ACDSee, click **File | New**, and then click **Window**.

Running ACDSee in the Taskbar Notification area

You can set ACDSee to display an icon that you can right-click to launch new windows or take screen captures. You can also configure ACDSee to continue to run in the Taskbar Notification area after you exit the program, or to start automatically when you start your system.

To run ACDSee in the Taskbar Notification area:

1. In ACDSee, click **Tools | Options**.
2. In the Options dialog box, click **Browser**.
3. On the *Browser* page, select **Show icon in Taskbar Notification area**.
4. To continue to run ACDSee in the background after you close the program, select **Continue running in Taskbar Notification area on exit**.
5. To automatically run ACDSee in the Taskbar Notification area whenever you start Windows, select **Run ACDSee in Taskbar Notification area when system starts**.
6. Click **OK**.



GETTING STARTED

This chapter identifies the different components in ACDSee, and explains each part of the user interface. It also contains information and instructions on how to use ACDSee and customize the interface to suit your preferences, including rearranging the various elements, setting the program options, and associating file types so they will automatically open in ACDSee.

This section also explains how to use the context-sensitive Help system included in ACDSee, and describes how to acquire additional features and plug-ins using the new software updating and license management tool, myACD.

Running ACDSee for the first time

When you run ACDSee for the first time, you are prompted to activate your copy over the Internet. No personal or identifying information is sent, and the process should only take a few seconds.

Also on the first run, ACDSee catalogs the contents of your My Pictures folder to create the database. Cataloging your files will help to increase the speed with which you browse the images and folders on your computer.

To learn more about the ACDSee database, and how to catalog more files, see “About the ACDSee database” on page 122.

About the ACDSee Device Detector

ACDSee includes the Device Detector, which will automatically detect when you have a removable device plugged into your computer. The Device Detector starts when you run ACDSee, and displays an icon in the Taskbar Notification area.

For more information about the ACDSee Device Detector, and to learn how to use it to acquire your images from digital cameras, memory cards, scanners, and CDs, see “Using the ACDSee Device Detector” on page 50.

About the ACDSee user interface

The ACDSee user interface provides easy access to the various tools and features you can use to browse, view, edit, and manage your images and media files. The following section describes each of the three main parts of ACDSee, and explains the function of each component.

The Browser

The ACDSee Browser is the main browsing and managing component of the user interface, and is what you see when you start ACDSee using the shortcut icon on your desktop. In the Browser, you can find, move, preview, and sort your files, and access the organization and sharing tools.

The Browser consists of nine panes, eight of which can be closed when not in use. The File List pane is always visible, and displays the contents of the current folder, the results of your latest search, or the files in your database that match your filtering criteria. A status bar, located at the bottom of the Browser window, displays information about the currently selected file, folder, or category.

The Browser also features two toolbars: the main toolbar, which provides shortcuts to commonly used commands, and the context-sensitive toolbar, which provides different shortcuts depending on what is currently selected in the Browser.

You can open and close panes, move them to different areas of your screen, and stack them on other panes or dock them to the edge of your desktop. Most panes also have additional options you can set to further customize their behavior and appearance.

For more information about the Browser panes and their different functions, see “About Browser panes” on page 20.

The Viewer

The ACDSee Viewer plays media files and displays images in full resolution, one at a time. You can also open panes in the Viewer to view image properties, display areas of an image at varying magnifications, or examine detailed color information.

You can open the Viewer directly by double-clicking an associated file type in Windows Explorer, and you can use the Viewer to flip quickly between all of the images in a folder, or compare two or more images side by side. The Viewer contains a toolbar with shortcuts to commonly used commands, and a status bar, located at the bottom of the Viewer window, which displays information about the current image or media file.

For more information about the Viewer, as well as more detailed descriptions of the Viewer panes, see “Viewing” on page 57.

Edit Mode

You can open your images in ACDSee’s Edit Mode to adjust or enhance them using the editing tools and effects.

Edit Mode displays the available tools on the Edit Panel, a customizable menu that can be closed or hidden when not in use. Clicking the name of a tool on the menu opens that tool in the Edit Panel, where you can adjust the settings to edit or enhance your image.

The Edit Mode also contains a status bar, which displays information about the image you are editing.

For more information on Edit Mode, as well as descriptions and explanations of all the tools and features, see “Working in Edit Mode” on page 86.

Associating file formats with ACDSee

You can associate supported image, media, and archive file formats with ACDSee. When you double-click an associated file in Windows Explorer, ACDSee opens the file and displays it in the Viewer. For a complete list of the file formats ACDSee supports, see “Appendix 2: Supported File Formats” on page 184.

You can also choose to display ACDSee commands in the shortcut menu in Windows Explorer, and configure which options are available for different file types.

To associate a file with ACDSee:

1. Click **Tools** | **File Associations**.
2. Select the **Image** tab, and then select the check boxes next to the image formats that you want to associate with ACDSee.
3. Select the **Video** tab, and then select the check boxes next to the video formats that you want to associate with ACDSee.
4. Select the **Audio** tab, and then select the check boxes next to the audio formats that you want to associate with ACDSee.
5. Select the **Archive** tab, and then select the check boxes next to the archive formats that you want to associate with ACDSee.
6. Select the **Shortcut Menu** tab, and then select the check boxes beside each command you want to add to the Windows Explorer shortcut menu.
7. Click **OK**.



You can add plug-ins to increase the number of supported file formats or to extend the functionality of ACDSee. For more information about the types of plug-ins available and how to manage them, see “Working with plug-ins” on page 189.

Customizing ACDSee

The ACDSee user interface is designed to be fully customizable, and adjust to your specific working preferences. You can customize the toolbars, set file management options, adjust the appearance and behavior of the Browser and Viewer, and control the type and nature of the information presented with each file. You can also specify a default editing application for adjusting and enhancing your images, and open your images in your favorite photo editor right from ACDSee.

The following sections explain how to access the customization tools and features available in ACDSee. For information on customizing the individual Browser panes, see “About Browser panes” on page 20.

Customizing toolbars

You can customize the appearance and organization of the main toolbars in the Browser and Viewer windows by selecting which toolbars to display, and specifying each toolbar’s buttons or commands. You can also discard your changes and reset the toolbars to their default layout at any time. For a description of the default layouts, see “Appendix 3: Default toolbar layouts” on page 191.

Displaying and hiding toolbars

You can choose to show or hide the main toolbars and status bars in the Browser and Viewer, and the context-sensitive toolbar in the Browser.

To show or hide a toolbar:

Do one of the following:

- In the Browser, click **View | Toolbars**, and then select the toolbar you want to show or hide.
- In the Viewer, click **View**, and then select **Main Toolbar** or **Status Bar**.

Customizing toolbar contents

You can add, remove, resize, and rearrange the buttons on the main toolbars in the Browser and Viewer. You can also choose to show or hide the text labels and tool tips for the buttons.

To customize a toolbar:

1. If the main toolbar is not visible, do one of the following:
 - In the Browser, click **View | Toolbars**, and then select **Main Toolbar**.
 - In the Viewer, click **View | Main Toolbar**.
2. Right-click the main toolbar and then select **Customize**.
3. To change the commands and buttons available on the toolbar, select the **Commands** tab, and do one of the following:
 - Add a button by dragging a command from the **Commands** list to a new location on the main toolbar.
 - Remove buttons from the toolbar by dragging them from the toolbar to the **Commands** list.
 - Rearrange the buttons by dragging them to a new location on the toolbar.
4. To display or hide the text labels on the toolbar buttons, select the **Toolbars** tab, click **Main Toolbar**, and then select or clear the **Show text labels** check box.
5. To set the tool-tip and button size options, select the **Options** tab, and then select or clear the check boxes. Note that the options you select on this tab apply to both the Browser and Viewer main toolbars.
6. When you are satisfied with your changes, click **Close**.

Resetting toolbars

You can discard all of your changes, and return the toolbars and buttons to their default states.

To reset the toolbars:

1. In the Browser or Viewer, right-click the main toolbar and select **Customize**.
2. Click the **Toolbars** tab, and then click **Reset All**.
3. Click **Yes** to reset the toolbars.
4. Click **Close**.

Configuring image editors

You can configure ACDSee to work with a variety of image editors, such as ACD Photo Editor, and specify which image editor ACDSee uses by default.

To add an image editor to ACDSee:

1. Click **Tools | Open in Editor**, and then select **Configure Editors**.
2. In the Configure Photo Editors dialog box, click **Add**.
3. Browse to a folder on your hard drive that contains an image editing application.
4. Select the executable file of the editing application, such as PhotoEditor3.exe, and click **Open**.
5. In the **Name** field, type a name for the editor, and then click **OK**.
6. To specify a default image editor, select an application in the Editor Name list, and click **Set As Default**.
7. Click **OK**.

To manage your image editors:

1. From the **Editors** list, select the application you want to change.
2. Do any of the following:
 - To change the location of the executable file or the name of the application displayed in the Editors list, click **Edit**. Set the location and name of the application in the Configure Photo Editor dialog box, and then click **OK**.
 - To set the application as the default image editor for ACDSee, click **Set As Default**.
 - To specify whether the application can handle multiple images at the same time, select or clear the check box in the **Supports Multiple Images** column.
 - To remove the application from the list, click **Remove**.
3. Click **OK** to accept your changes and return to ACDSee.

Setting ACDSee options

The General page of the ACDSee Options dialog box contains a number of settings to help you customize the user interface to suit your preferences.

To set the General options:

1. Click **Tools | Options**.
2. In the Options dialog box, set or change the options as described below.
3. Click **OK** to apply your changes and return to ACDSee.

General options

Enable gamma correction	Applies the specified amount of gamma correction when viewing or previewing images.
Show Tip of the Day dialog on startup	Displays a helpful hint or usability tip each time you start ACDSee.
Show Acquire Wizard welcome step	Displays the Welcome page each time you launch the Acquire Wizard.
Automatically check for updates	Automatically checks for program updates.
Show screen capture help tips	Displays the Help Tips dialog box when using the screen capture tool.
Automatically stretch wallpaper to fit screen	Stretches small images to fit the entire desktop when you set them as your wallpaper.
Disable image animation	Displays only the first frame of an animated image in the Browser's Preview pane and in the Viewer.
Status bar date	Specifies the date to display in the status bar for a selected file.
Default system format	Uses the default system format to display the date and time in information overlays.
Custom format	Uses the specified format to display the date and time in information overlays. Select a format for both Date and Time from the drop-down lists.

Checking for updates

ACD Systems is committed to providing updates and improvements to our software, and delivering them to our customers. You can use the Check for Updates feature to ensure that your copy of ACDSee is the most up-to-date version available. You must be connected to the Internet to use this feature.

To check for updated software:

Click **Help | Updates**, and then select **Check for Updates**.

ACDSee launches the ACDInTouch Viewer, which connects automatically to the ACD Systems Web site and notifies you if there are any updates available for your software.

Using myACD

You can use myACD to manage your ACD Systems software. With it, you can check the status of your software, enter a license code to update your trial versions, and if you have an Internet connection, download other products to try and buy at a later time.

To open the myACD Control Panel:

Click **Help**, and then select **myACD**.

The myACD Control Panel displays a list of currently installed software, and indicates whether each software package is a trial or full version. You can purchase trial software and even update it to a full version. You can also view a list of additional products that you can download and install on your hard drive.



For complete access to all the myACD features, you must be connected to the Internet.

To obtain a full version license code for trial software already installed:

1. In the **Installed Products** list of the myACD Control Panel dialog box, select a product containing a trial version status.
2. Click the **Buy** button below the Installed Products list. You will be prompted with further instructions.

To update a trial version with a full version license code:

1. In the **Installed Products** list of the myACD Control Panel, select a product that contains a trial version status.
2. Click **Enter License Code**.
3. In the License Code dialog box, type the license code provided to you by ACD Systems.
4. Click **OK**.

To download and install free software:

1. In the **Additional Products** list of the myACD Control Panel dialog box, select a free product.
2. Click the **Install** button. You will be prompted with further instructions. (The Install button is only displayed for free products.)

To download and install trial version software:

1. In the **Additional Products** list of the myACD Control Panel dialog box, select a product.
2. Click the **Try** button located below the **Additional Products** list. You will be prompted with further instructions.

To buy, download, and install full version software:

1. In the **Additional Products** list of the myACD Control Panel dialog box, select a product.
2. Click the **Buy** button located below the **Additional Products** list. You will be prompted with further instructions.

Installing the ACD Media Support Package

The ACD Media Support Package provides additional multimedia features for ACDSee, such as CD and DVD creation, and audio support for slide shows. If you purchased a CD copy of ACDSee, the Media Support Package is included, and can be installed directly from your CD.

If you purchased a downloadable version of ACDSee, you can acquire the ACD Media Support Package for free, using myACD.

Using the Help system

ACDSee contains extensive context-sensitive Help to assist you as you move through the application. You can click the Help button or press the F1 key at any time to view a Help file page specific to whatever part of the application you are currently using. Most of the dialog boxes and tools contained in ACDSee are equipped with What's This Help which provides an instant overview of each control.

Using What's This Help

To get Help or more information about a specific control within a dialog box you can use the What's This Help feature. Tools equipped with What's This Help have a 'question mark' button in the upper-right corner of the dialog box.

To use What's This Help:

1. Click the **What's This** button. The cursor changes to a question mark and pointer.
2. Click a check box, radio button, or other control to view a pop-up description of the feature.

What's This tools



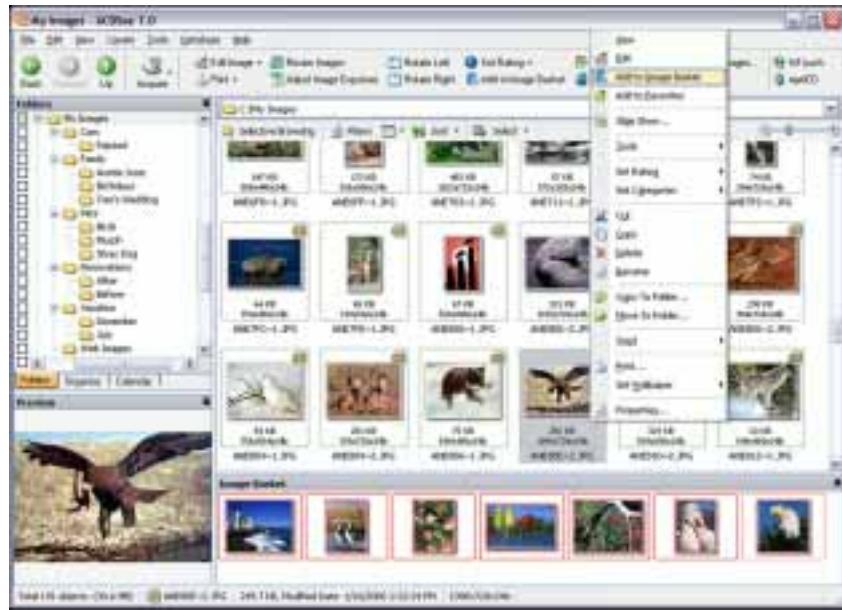
What's This Help button



What's This Help cursor

Checking for updated Help

If you would like to update to the complete ACDSee Help file, where you can browse a table of contents and use the search feature, use the Check for Updates feature or visit our Web site at ACDSystems.com.



BROWSING

With the ACDSee Browser, you can browse, sort, manage, manipulate, and share your files and images. You can combine different tools and panes to perform sophisticated searching and filtering operations, and view thumbnail previews of images and media files.

The Browser panes are fully customizable, and can be moved, hidden, docked, or closed. You can also stack the panes together for easy reference and accessibility, and to maximize your screen space.

The following section explains how to access and use the different panes that make up the Browser. Some panes, such as the Search and Organize panes, contain advanced features that are explained in greater detail in later sections.

About Browser panes

The ACDSee Browser consists of the following nine panes:

File List pane

This pane displays the contents of the currently selected folder, the results of your latest search, or the files and folders that match your selective browsing criteria. The File List pane is always visible, and cannot be hidden or closed. For more information, see “Using the File List pane” on page 24.

Preview pane

This pane displays a thumbnail preview of any image or media file currently selected in the File List pane. You can adjust the size of the thumbnail by resizing the Preview pane, and also specify whether you want the Preview pane to play media files or just display the first frame. For more information, see “Using the Preview pane” on page 33.

Folders pane

This pane displays the directory structure of your computer, much like the directory tree in Windows Explorer. You can browse through the folders and display their contents in the File List pane. For more information, see “Using the Folders pane” on page 34.

Calendar pane

This pane displays a calendar that you can use to organize and browse your files according to their associated dates. For more information about the Calendar pane, as well as a description of the toolbar buttons, see “Using the Calendar pane” on page 41.

Image Basket

While browsing through your files and folders, you can place images in the Image Basket pane to hold them temporarily. You can then edit, print, or share those images without moving them all into a single folder. For more information, see “Using the Image Basket” on page 44.

Properties pane

This pane displays file properties and database information for any file or folder you select in the File List pane. You can use the Properties pane to view and edit database information for your files, and the EXIF metadata included in digital

photos. For more information about the Properties pane, see “Using the Properties pane” on page 123.

Organize pane

This pane lists the categories and ratings to which you can assign your files to help sort and manage them more easily. You can also use the Special Items area to quickly view all of the images on your computer, or see any uncategorized files in the current folder. For more information about the Organize pane, see “Using the Organize pane” on page 125.

Selective Browsing pane

This pane combines input from the Folders, Organize, and Calendar panes to narrow the list of files in the File List pane to those that match a specific set of criteria. You can include or exclude files by adjusting the different criteria. For more information about selective browsing, see “Using selective browsing” on page 161.

Search pane

This pane provides access to ACDSee’s powerful search utility. You can specify the type of search you want to perform, and enter your search criteria into the fields provided. For more information about the Search pane, see “Using the Search pane” on page 158.

Customizing the Browser pane layout

You can open and close Browser panes to suit your preferences, and move or stack any panes you choose to customize the layout of the Browser window.

To open or close a Browser pane:

Click **View** and select the pane you want to open or close.

Moving panes

You can move a pane from a docked or floating position to a new location. You can move one pane at a time, or two or more stacked panes.

To dock a pane:

1. Drag the pane’s title bar to a side of the Browser window until the marquee automatically resizes, and release the mouse button.
2. To return a pane to its previous location, double-click its title bar.

To move a docked or floating pane:

Do one of the following:

- Drag the pane's tab to a new location.
- Drag the pane's title bar to a new location. Any stacked panes will also move.

Stacking panes

You can stack panes and reorder their tabs to suit your needs.

To stack panes:

1. Drag one pane's title bar onto the title bar of another pane until the marquee automatically resizes, and then release the mouse button.
2. To reorder the panes, drag a tab to the left or right in the tab order.
3. To separate a tabbed pane, drag the pane's tab to another location on the desktop.

Resetting the Browser layout

You can return all of the Browser panes to their default positions at any time.

To reset the Browser layout:

Click **View | Reset Layout**.

About the Browser toolbars

The ACDSee Browser has two toolbars and a status bar you can choose to show or hide at any time.

The Main toolbar contains shortcuts to commonly used commands and tools. You can customize the order and appearance of the buttons on the toolbar, and change the shortcuts and commands. For more about customizing, see “Customizing toolbars” on page 11. For an explanation of the default buttons on the toolbar, see “Appendix 3: Default toolbar layouts” on page 191.

The Context Sensitive toolbar also contains shortcuts to common commands and tools, but the contents of the toolbar change depending on what you select in the Browser panes. For example, the Context Sensitive toolbar will contain image manipulation commands when you select an image file, and will provide category and sharing shortcuts when you select a category.

The status bar displays information about the currently selected file.

To show or hide a Browser toolbar:

1. Click **View | Toolbars**.
2. Select one of the following:
 - **Main Toolbar**
 - **Context Sensitive Toolbar**
 - **Status Bar**

Setting the Browser options

You can use the ACDSee Options dialog box to set various options for the Browser, including the default start folder and color scheme.

To set the Browser options:

1. Click **Tools | Options**.
2. In the Options dialog box, click **Browser**.
3. On the Browser options page, set or change any of the options described below.
4. Click **OK** to accept your changes and return to ACDSee.

Browser options

Default start folder	Folder (and all browsing criteria) from previous session	Opens the Browser in the same folder that was open the last time you used ACDSee, and automatically applies any browsing criteria you were using.
	Specific folder	Always opens the Browser in the specified folder. Click the Browse button to locate a starting folder on your hard drive.
Taskbar Notification area	Show icon in Taskbar Notification area	Displays the ACDSee icon in the Taskbar Notification area.
	Continue running in Taskbar Notification area on exit	Continues to run ACDSee in the background after you exit the application. You can restart ACDSee by clicking the icon in the Taskbar Notification area.
	Start ACDSee when the system boots	Starts ACDSee automatically when you turn on your computer.

Browser options

Browser display scheme	Specifies the color scheme for the Browser. Select one of the following options:
	<ul style="list-style-type: none"> • Light • Medium • Dark
Clear path history on exit	Clears the list of recently-accessed folders whenever you exit ACDSee.
Show full path in the title bar	Displays the full path of a selected file in the ACDSee title bar.

Using the File List pane

The File List pane displays the contents of the currently selected folder, the results of your latest search, or any files that match your filtering criteria. It lists files in any order you choose, and can display thumbnail previews of images, a detailed list of file properties, file format icons, or almost any combination of image details.

You can use the File List pane to identify and select the images you want to move, view, edit, print, or share. The following sections explain how to set the File List options, specify the types of files you want to list, and change how the files are displayed.

The Contents bar

The Contents bar is located at the top of the File List pane and describes what you are currently browsing. When you are using the Folders pane, the Contents bar will display the path or paths to the folders you are browsing, as in the following example:



If you are browsing files by category or rating with the Organize pane, the Contents bar displays the selected classifications, as in the following example:



The Contents bar also displays a date range when browsing with the Calendar pane, and a summary of your search criteria when you use the Search pane.

The File List toolbar, located at the top edge of the File List pane, provides shortcuts to commonly used commands and settings to adjust the appearance of the files displayed in the pane.

File List toolbar

 Selective Browsing	Selective Browsing	Opens the Selective Browsing pane, where you can browse files within a combination of folders, organize methods, and date ranges. For more information, see “Using selective browsing” on page 161.
 Filters	Filters	Opens the Filters dialog box, where you can specify what types of files to display in the File List pane.
 View Modes	View Modes	Opens the View Modes menu, where you can select how to display files in the File List pane.
 Sort	Sort	Displays a list of available file attributes you can use to sort the files in the File List pane, and choose the order in which you want to display your files.
 Select	Select	Displays a list of available selection types. Choose one of the following to make or change your selection: <ul style="list-style-type: none"> • Select All • Select All Files • Select All Images • Select by Rating • Clear Selection • Invert Selection
 Thumbnail Size	Thumbnail Size	Controls the size of the thumbnails in the File List pane.

Filtering files

You can set the Filters options to identify the types of files and folders you want to display in the File List pane.

To set File List pane filters:

1. Do one of the following:
 - Click **View | Filters**.
 - Click the **Filters** button on the File List pane toolbar.
2. In the Filters dialog, select **Apply filtering criteria**.
3. Select or clear one or more of the following filters to display or hide that file or folder type in the File List pane:
 - **Show image files**
 - **Show media files**
 - **Show folders**
 - **Show archive files**
 - **Show hidden files & folders**
4. Click **OK** to accept your changes and return to ACDSee.

Changing view modes

You can select different view modes, such as Thumbnails, Details, or Icons, to display your files in the File List pane. You can also specify which file properties or image information to display with each file.

To select a view mode:

Click **View | View Mode**, and then select one of the following:

View modes

Thumbs+Details	Displays a list of thumbnail previews, along with columns of file properties.
Filmstrip	Displays thumbnail previews of your files in a single row across the bottom of the File List pane, and displays the currently selected file in an expanded Preview pane.
Thumbnails	Displays thumbnail previews of all images and media files in the File List pane. You can customize the appearance of your thumbnails, and specify what information is displayed with them. For more information, see “Customizing thumbnails” on page 31.

View modes

Tiles	Displays each thumbnail preview and relevant file information on a tiled background.
Icons	Displays files in a list, represented by large default system icons for each file type.
List	Displays a list of file names and extensions.
Details	Displays a list of file names and extensions, along with details about each file, such as size, format, and creation date. You can customize the appearance of the Details view mode, and specify what information appears for each file.

Customizing the Details view mode

You can set Details view mode to automatically resize columns, display or hide grid lines, and select an entire row when you select a column entry in that row. You can also change the appearance of the Details view mode, select which columns to display, and customize the column order.

To select columns and set column order:

1. Click **View | View Mode**, and then select **Choose Details**.
2. In the Choose Details dialog box, do one or more of the following:
 - To add a column, select a folder or detail name in the Available Details pane, and then click **Add**. Adding a folder adds all detail names within the folder.
 - To remove a column, select a detail name in the Currently Displayed Details pane, and then click **Remove**.
3. To move a column to the left in the File List pane, select its name in the Currently Displayed Details pane and click **Move Up**.
4. To move a column to the right in the File List pane, select its name in the Currently Displayed Details pane and click **Move Down**.
5. Click **OK**.



*You can click **Reset** to display only the default column names in the Currently Displayed Details pane, and you can also move a column in the File List pane by dragging its header to a new position. A vertical line indicates where the column will be inserted.*

To set how Details view mode displays information:

1. Click **Tools | Options**.
2. In the Options dialog box, click **File List | Details View**.
3. In the Details view area, set the options as described below.
4. Click **OK**.

Details View options

Show grid lines	Separates each row and column with a grid line.
Full row select	Selects the entire row when you click a column entry in that row.
Column auto-width	Automatically resizes each column to fit its contents.
Highlight sort column	Highlights the column used to sort files when you click on the column's title.
Choose Details	Opens the Choose Details dialog box, where you can select which columns to display and customize the column order.

Sorting files

In any view mode, you can sort your files according to different file properties to quickly organize your images, find specific files, and create a range of files with similar attributes for easy selection.

To sort items in the File List:

Click **View | Sort**, and select one of the following criteria:

- **Filename**
- **Size (KB)**
- **Image Type**
- **Modified Date**
- **Image Properties**
- **Caption**
- **Rating**
- **Custom Sort**

To set the direction of the sort:

Click **View | Sort**, and select a direction:

- **Sort Forward**
- **Sort Backward**

Sorting files using column headers

You can quickly sort files in Details view mode using column headings.

To sort files using a column header:

1. Click a column header. An arrow appears, indicating the sort direction.
2. Click the column header again to change the sort direction.

Custom sorting files

You can use custom sorting to customize the order of files in the File List pane. After custom sorting your files, ACDSee automatically saves the file order for the selected folder until you change it or delete the custom sort.

To customize the sorting order of your files:

1. Select one or more files.
2. Drag the selected files to a new location in the File List.
3. To delete a custom sort, click **View | Sort**, and select **Delete Custom Sort**.

Selecting files

In the File List pane, you can select all of your files and folders at once, select all of the files in the current folder, select only the image files, or clear your selection entirely.

You can also set an option to automatically select new files whenever you add them to the File List.

To select your files or folders:

1. Click **Edit**.
2. Select one of the following options:
 - **Select All**: selects all files and subfolders in the current folder.
 - **Select All Files**: selects all files in the current folder.
 - **Select All Images**: selects all image files in the current folder.
 - **Select by Rating**: displays a list of ratings, and selects all files currently assigned to the rating you select.
 - **Clear Selection**: clears your selection.
 - **Invert Selection**: selects all files except for your original selections.

Setting the File List pane options

You can use the ACDSee Options dialog box to set the File List pane options to suit your preferences, such as grouping archive files with subfolders, or highlighting image types with different background colors.

To set the File List pane options:

1. Click **Tools | Options**.
2. In the Options dialog box, click **File List**.
3. On the File List options page, set or change any of the options described below.
4. Click **OK** to accept your changes and return to ACDSee.

File List options

Automatically select new files	Automatically selects new files when they are added to the folder displayed in the File List pane.
Group archives with folders	Treats archive files as folders when sorting items in the File List pane.
Use embedded JPEG thumbnails	Uses thumbnails embedded in files instead of generating a new thumbnail.
Show thumbnails on folders	Displays thumbnails of a folder's contents on the folder icon in the File List pane.
Show info tips for items in the file list	Shows a text pop-up of file properties when placing the mouse pointer over a file in the File List pane.
Show the Windows Explorer shell context menu as the default right-click menu	Displays the default Windows Explorer shortcut menu instead of the ACDSee shortcut menu.
CTRL key activates hot-tracking	Updates the Preview and Properties panes without changing the file selection. To hot-track, hold the CTRL key and move your mouse pointer over the File List pane.
Don't highlight image files	Does not highlight image files in Details and Thumbs+Details view modes.
Use a single color to highlight image files	Uses a single color to highlight all image file types in Details and Thumbs+Details view modes.
Use multiple colors to highlight image files	Uses a different color to highlight each image type in Details and Thumbs+Details view modes.
Configure Filters	Opens a dialog box where you can select which file types to display in the File List pane.

Maximizing the File List pane

To make the most of your available screen space, you can choose to maximize the File List pane and hide the rest of the Browser panes. The only parts of the Browser still visible are the File List pane and whichever toolbars you are currently using.

To maximize the File List pane:

1. Click **View | Maximize File List**.
2. To show only the File List pane and its toolbar, click **View | Full Screen**. Click the **Close Full Screen** button to return to the Browser.

Customizing thumbnails

You can customize the appearance of thumbnails in the File List pane by choosing which image information and overlay icons to display, and by setting the thumbnail size, ratio, and spacing.

You can control and adjust the size of the thumbnails by moving the Thumbnail Size slider in the File List pane toolbar. For more information, see “File List toolbar” on page 25.

To customize thumbnails in the File List pane:

1. Click **Tools | Options**.
2. In the Options dialog box, click **Thumbnail Display** or **Thumbnail Ratio**.
3. On the thumbnail options pages, set or change any of the options described below.
4. Click **OK** to accept your changes and return to ACDSee.

Thumbnail Display options

<i>Information</i>	File name	Displays the name of each file on the thumbnail in the File List pane.
	Choose Thumbnail Info	Opens a dialog box where you can select the information to display on each thumbnail in the File List pane.
	Choose Tiles Info	Opens a dialog box where you can select the information to display on each tile in Tiles view mode.

Thumbnail Display options

Thumbnail style	Show drop shadow	Displays a drop-shadow effect on thumbnails in the File List pane.
	Show image border	Displays a border around images on thumbnails in the File List pane.
	Show outer border	Displays a border around each thumbnail in the File List pane.
Thumbnail spacing	Specifies the amount of space between thumbnails in the File List pane.	
Overlay icons	Sound	Displays a sound overlay icon on thumbnails if the image contains embedded or associated audio.
	Rating	Displays a rating overlay icon on thumbnails if the file has been rated in the ACDSee database.
	Database information	Displays a database overlay icon on thumbnails if the file has information stored in the ACDSee database.
	Icon	Displays a file format overlay icon on thumbnails in the File List pane.
	Category	Displays a category overlay icon on thumbnails if the file has been categorized.
	Shortcut	Displays a shortcut overlay icon on thumbnails if the item is a shortcut to another file.
	Offline	Displays an offline overlay icon on thumbnails if the file is stored on an offline device.
	Excluded items	Displays an excluded file icon on thumbnails if the file is excluded from the ACDSee database.
High-quality scaling	Uses high-quality thumbnail scaling in the File List pane.	

Thumbnail Ratio options

Custom	Specifies a custom ratio for the shape of the thumbnails in the File List pane. Drag the slider to set the ratio.
Portrait	Specifies a standard 3:4 portrait ratio for the shape of the thumbnails in the File List pane.
Landscape	Specifies a standard 4:3 landscape ratio for the shape of the thumbnails in the File List pane.

Using the Preview pane

You can preview image, audio, and video files in the Preview pane. The Preview pane displays a thumbnail of the currently selected image or media file. You can resize the pane to adjust the thumbnail dimensions, and reposition the pane anywhere on your screen.

To open or close the Preview pane:

Click **View | Preview**.

Setting the Preview pane options

You can customize the delay, image size, and display settings of the Preview pane.

To set the Preview pane options:

1. Click **Tools | Options**.
2. In the Options dialog box, click **Preview**.
3. On the Preview options page, set or change any of the options described below.
4. Click **OK** to accept your changes and return to ACDSee.

Preview options

Delay	Specifies how quickly the Preview pane displays an image after you select it in the File List pane.
Size	Specifies the size of the previewed image in relation to the Preview pane or original image.
Preview audio and video clips	Previews media files as you select them in the File List pane.
Autoplay audio and video clips	Automatically starts playing audio and video files in the Preview pane.
Instant image preview	Displays an instant preview that improves in quality as the image is decoded.

Using the Folders pane

The Folders pane displays a directory tree of all the folders on your computer, similar to Windows Explorer. You can select one or more folders in the Folders pane to display their contents in the File List pane.

You can also use the Folders pane to create shortcuts to your favorite files, folders, or applications. Then, instead of having to search for a specific file, you can quickly access it in the Favorites folder.

Whenever you browse to a folder using the Folders pane, the ACDSee database automatically catalogs any images or media files in the folder. For more information, see “Cataloging files” on page 130.

Creating and managing folders

You can use the Folders and File List panes to create, delete, rename, and move folders on your hard drive to help organize your files.

To manage your folders:

1. In the Folders pane, browse to where you want to add, delete, or rename a folder.
2. Do one of the following:
 - To create a folder, click **File** | **New**, and then select **Folder**. Type a name for the new folder and press **ENTER**.
 - To delete a folder, select a folder and press **DELETE**.
 - To rename a folder, right-click the folder you want to rename and select **Rename**. Type a new name for the folder and press **ENTER**.



You cannot create, rename, or delete a drive or any folder on a read-only file system, such as a CD-ROM.

Selecting multiple folders

Easy-Select bars are vertical columns of check boxes on the left side of the Folders and Organize panes. You can use the Easy-Select bars to select multiple folders, and display their contents in the File List pane.

To use the Easy-Select bar:

In the Folders pane, select the check box to the left of each folder with contents you want to display.

You can also use the Easy-Select bars with the Selective Browsing pane. For more information, see “Using selective browsing” on page 161.

Creating a Favorites shortcut

You can create shortcuts to folders, files, and even applications, which you can then access in the Folders pane. Favorites shortcuts can be renamed, moved, or deleted just like a folder.

To create a Favorites shortcut:

1. In the File List pane, select a file or folder.
2. Do one of the following:
 - Right-click the item you selected, and then select **Add to Favorites**.
 - Click **File | Add to Favorites**.
3. Type a name for the new shortcut and click **OK**.

You can also drag items from the File List pane to the Favorites folder in the Folders pane.

Setting the Folders pane options

You can customize the Folders pane by showing or hiding the Easy-Select bar, setting the confirmation prompts for moved folders, and displaying archives.

To set the Folders pane options:

1. Click **Tools | Options**.
2. In the Options dialog box, click **Folders**.
3. On the Folder options page, set or change any of the options described below.
4. Click **OK** to accept your changes and return to ACDSee.

Folders options

Easy-Select	Show Easy-Select	Displays the Easy-Select bar in the Folders pane, which you can use to select multiple folders.
	Enable Easy-Select tooltip	Displays a tool-tip reminder when you place your mouse pointer over the Easy-Select bar.

Folders options

Folder display	Show archives in Folder pane	Lists archive files in the Folders pane.
	Confirm drag-and-drop move within folder views	Prompts you for confirmation of folder movements within the Folders pane.
	Show overlay for excluded folders	Displays an overlay icon on folders that are excluded from the ACDSee database.

Working with files and folders in the Browser

You can perform many of the same operations on your files in ACDSee that you can in Windows Explorer. The advantage to copying, moving, and renaming your files with ACDSee is that you will retain all of your database information. For more information about the ACDSee database, see “Managing database information” on page 129.

Setting File Management options

You can specify how ACDSee handles renaming and deleting files and folders, and whether ACDSee sends deleted files to the desktop Recycle Bin by default.

To set the File Management options:

1. Click **Tools | Options**.
2. In the Options dialog box, click **File Management**.
3. On the File Management page, set or change any of the options as described below.
4. Click **OK** to accept your changes and return to ACDSee.

File Management options

Confirmations	Confirm folder delete	Prompts you for confirmation when deleting folders.
	Confirm file delete	Prompts you for confirmation when deleting files.
	Confirm read-only rename and delete	Prompts you for confirmation when renaming or deleting read-only items.

File Management options

<i>Overwriting duplicate files</i>	Ask	Prompts you for confirmation when overwriting duplicate files.
	Rename	Automatically resolves any naming conflicts when moving or copying files by renaming the source files. In the Separator character field, type a character to use to separate file names in the automatic renaming system.
	Replace	Automatically overwrites files in the target folder without prompting for confirmation.
	Skip	Does not move, copy, or overwrite any files that result in naming conflicts.
<i>Other</i>	Click to edit file name	Specifies that file names can be edited by clicking the file name in the File List pane.
	Use Recycle Bin	Sends files to the Desktop Recycle Bin. If not selected, deleted files are permanently removed from your hard drive.

Copying and moving files

You can use the Copy To Folder and Move To Folder commands to relocate files and folders on your hard drive, and specify how to handle overwriting existing files. You can also select from a list of previously accessed folders to save time looking through your directory structure.

To copy or move files:

1. Do one of the following:
 - In the File List pane, select one or more files or folders.
 - In the Folders pane, select one or more folders.
2. Click **Edit | Copy To Folder** or **Move To Folder**.
3. In the Copy Files or Move Files dialog box, do one of the following:
 - Select the **Folders** tab, and locate the folder on your hard drive where you want to place the files.
 - Select the **History** tab, and select a folder from the list of recently accessed folders.

4. Click the **Overwriting duplicate files** drop-down list and select one of the following options to specify how ACDSee should handle overwriting files:
 - **Ask**: prompts you for confirmation when overwriting a file.
 - **Rename**: prompts you to rename a file.
 - **Replace**: overwrites any file with the same file name and extension.
 - **Skip**: cancels the operation if there is a file with the same file name and extension.
5. Click **OK** to start copying or moving your files.



You can also access the Copy To and Move To commands from the Edit menu in the Viewer.

Pasting files and folders

You can cut or copy files to the Clipboard, and then paste them into another folder without losing your database information.

To cut and paste files:

1. In the File List or Folders pane, select one or more files or folders.
2. Click **Edit | Copy** or **Cut**.
3. Using the Folders pane, browse to a new location.
4. Click **Edit | Paste** to place the files or folders into the new location.

Copying images

You can copy an image to the Clipboard and then paste it into another application, such as ACD Photo Editor.

To copy an image:

1. In the File List pane, select the image file you want to copy.
2. Click **Edit | Copy Image**.
3. Paste the image into your other application.

Replacing a file

When copying or moving files from one location to another, if a file already exists in the destination folder with the same file name and extension as a file you are relocating, a file name collision occurs. In ACDSee, you can view both of the files involved in the Confirm File Replace dialog box. If the files involved are image files, ACDSee displays thumbnail previews of both files, and provides options to replace the existing file, rename, delete, or skip the file you are moving, or cancel the operation entirely.

To use the Confirm File Replace dialog box:

1. If you are moving a number of files and want to handle all potential file name collisions in the same manner, select the **Apply to all** check box.
2. To help determine any differences between the two files, use the toolbar between the two preview fields to shrink or enlarge the size of the previews.
3. Do one of the following:
 - To replace the destination file with the source file, click **Replace**.
 - To rename the new file before moving it into the destination folder, type a new name for the file in the **Rename to** field, and then click **Rename**.
 - To skip this file, and leave both files intact, click **Skip**.
 - To delete either the destination or source file, click **Delete** below the file you want to remove from your hard drive.
 - To cancel the operation and not move or copy any more files, click **Cancel**.



In the Confirm File Replace dialog box, "destination file" refers to the file that exists in the target folder, and "source file" refers to the file you are moving or copying.

Renaming a file or folder

You can rename a file or folder on your hard drive in the Folders or File List pane. To rename a group of files at the same time, see “Renaming a group of files” on page 150.

To rename a file or folder:

1. In the File List or Folders pane, select the item you want to rename.
2. Click **Edit | Rename**.

3. Without removing or changing the file name extension, such as “.jpg”, type a new name for the file.
4. Press **ENTER**.

Working with offline media

ACDSee stores thumbnails and database information for images contained on CDs or other removable media as Photo Discs. You can then browse the thumbnails and view the information for those images, even when the disc is not in your CD-ROM drive.

To add a Photo Disc:

1. Place a disc containing images into your CD-ROM drive.
2. Do one of the following:
 - If Device Detector is active, follow the steps to create an ACDSee Photo Disc. For more information, see “Using the ACDSee Device Detector” on page 50.
 - If Device Detector is not active, click **File | New**, and then select **Photo Disc**.
3. In the New Disc dialog box, type a name for your disc in the **Title** field, and then click **OK**.

You can then browse the contents of the Photo Disc in the Offline Media section of the Folders pane.



*If you add or remove images from a disc that you have already added to ACDSee as a Photo Disc, you can update the information stored in the database. Insert the disc in your CD-ROM drive, and then right-click the name of the disc in the Folders pane and select **Update Photo Disc**.*

Using shell commands

You can open a file in another program from ACDSee. For example, you can open documents in the application used to create them.

To use the shell open and edit commands:

1. Click **File | Shell**.
2. Select one of the following options:
 - **Open**: opens the file using the application with which its extension is associated.
 - **Edit**: opens the file using the default system application, or opens a dialog box where you can select an application.

Using the Calendar pane

With the Calendar pane, you can organize and browse your collection of image and media files using the dates associated with each file. The Calendar pane includes Year, Month, and Day view modes that you can select to view and sort your files. You can click any date in the Calendar pane to display a list of files associated with that date.

To open the Calendar pane:

Click **View | Calendar**.



The Calendar pane searches for and displays items that are cataloged in the ACDSee database. If you have not viewed a folder of images with ACDSee yet, that folder's contents will not be included in the database. For more about cataloging files, and the ACDSee database, see “Managing database information” on page 129.

Calendar pane toolbar buttons

The Calendar toolbar is located at the bottom of the pane, and consists of six buttons separated by a scroll bar:

	Year View	Switches the Calendar pane to Year view.
	Month View	Switches the Calendar pane to Month view.
	Day View	Switches the Calendar pane to Day view.
	Options	Opens the Calendar options dialog box.
	Previous Item	Selects the closest previous date that has associated files.
	Next Item	Selects the next closest date that has associated files.

Displaying files by date and time

You can sort and view your images and files with the Year, Month, and Day view modes in the Calendar pane.

To sort and display your files by date or time:

1. On the Calendar pane toolbar, click the **Year View**, **Month View**, or **Day View** buttons to specify a view mode.
2. Click a bolded item in the Calendar pane tables. The File List pane will display all of the files associated with that date or time.

Navigating in the Calendar pane

In the Calendar pane, each table can represent one year, one month, or one day, depending on the view mode you select. Each table's cells represent the parts of the year, month, or day. If the month, day, or hour has any images associated with it, the label on the cell is bold. At the top of each table, a title bar displays the date on the left, and the number of items associated with that date on the right.

2004		15
Jan	Feb	Mar
Apr		
May	Jun	Jul
Aug		
Sep	Oct	Nov
Dec		

Calendar table in Year View

Jun 2004		12
S	M	T
W	T	F
S		
1	2	3
4	5	
6	7	8
9	10	11
12	13	14
15	16	17
18	19	
20	21	22
23	24	25
26	27	28
29	30	

Calendar table in Month View

Example

If you select Year view, the Calendar pane displays a row of tables. Each table represents a single calendar year, and the cells in the table display the months of the year. A bolded month indicates that month has associated files. By selecting a bolded month, you can display all files associated with that month in the File List pane, no matter where the files are located on your computer.

Calendar pane shortcuts

You can use the various parts of the Calendar pane as shortcuts to navigate through the different view modes to isolate and view files associated with specific dates.

Year view

- Click the title bar on a year table to select the entire year and view all files associated with that year.
- Right-click the title bar on a year table to scroll through and select from adjacent years.
- Double-click any month to switch to Month view.

Month view

- Click the title bar on a month table to select the entire month and view all files associated with that month.
- Right-click the title bar on a month table to scroll through and select from adjacent months.
- In the table heading, click the letter indicating a day of the week to select a column of days in the month table. For example, click **F** to select all Fridays in that month.
- Double-click any date to switch to Day view.

Day view

- Click the title bar on a day table to select the entire day and view all files associated with that day.
- Right-click the title bar on a day table to scroll through and select from adjacent days.
- In the table heading, click **AM** or **PM** to select the first or second half of a day.

Setting the Calendar pane options

You can customize the Calendar pane to start each week on a specific day, to use a 12- or 24-hour clock format, and to use one of four date types when sorting files

To set the options for the Calendar pane:

1. Click **Tools | Options**.
2. In the Options dialog box, click **Calendar**.
3. On the Calendar options page, set or change any of the options described below.

4. Click **OK** to accept your changes and return to ACDSee.

Calendar pane options

Date types	Database date	Sorts files in the Calendar pane based on the date stored in the ACDSee database.
	Metadata (Exif) date	Sorts files in the Calendar pane based on the EXIF date of each item.
	File modified date	Sorts files in the Calendar pane based on the last-modified date of each item.
	File created date	Sorts files in the Calendar pane based on the creation date of each item.
Filters	Apply file list filters	Filters the items displayed in the Calendar pane based on the currently selected filter settings for the File List pane. For information on File List filters, see “Filtering files” on page 26.
	Show image and media files only	Displays only image, audio, and video files in the Calendar pane.
Start of week	Specifies the first day of each week in the Calendar pane.	
Clock formats	12 hour	Uses a 12-hour clock in the Calendar pane.
	24 hour	Uses a 24-hour clock in the Calendar pane.

Using the Image Basket

You can use the Image Basket to gather and hold images and media files from different locations or folders. Once you have placed items in the Image Basket, you can use any of the tools or features in ACDSee to edit, share, or view those files.

To use the Image Basket:

1. To open the Image Basket, click **View | Image Basket**.
2. In the File List pane, select the files you want to add. Drag the items to the Image Basket, or right-click a selected item and select **Add to Image Basket**.
3. To remove one or more files, right-click the file and select **Remove from Image Basket**.
4. To remove all files, right-click the Image Basket and select **Clear Image Basket**.



You can also add items to the Image Basket by dragging them from Windows Explorer.

Refreshing the Browser

When you add or remove files from a folder, you can refresh the File List, refresh the entire Browser, or set the File List to refresh automatically.

To refresh the Browser:

Click **View**, and then select one of the following:

- **Refresh File List:** refreshes the contents of the File List pane.
- **Refresh Automatically:** sets the File List pane to refresh automatically whenever files are added or removed.
- **Refresh All:** refreshes all of your open Browser panes.



ACQUIRING

You can use ACDSee to download or acquire images from your digital camera, scanner, mobile phone, or other removable device. You can also use ACDSee to capture images of your screen and save them as files.

ACDSee guides you through the process of downloading images from a removable device. You can preview the images you want to download, copy or move them to a specific location on your hard drive, and add them to the ACDSee database all at the same time.

You can also use ACDSee's Device Detector to detect whenever a device is connected to your computer, and create a profile for each of your devices to automate the acquire process with the Device Synchronizations Wizard.

You can also use the Folders pane to browse directly to certain types of removable device, view the images on your device, and then copy them to your hard drive.



You may require DirectX and QuickTime to copy and view your audio or video files. For more information, see “System requirements” on page 4.

About removable devices

With ACDSee, there are several ways to obtain images from your digital camera, scanner, or memory card. For more information about how your device communicates with your computer, please consult your device's Help file or manual. The different types of removable devices are:

- **USB mass storage device:** mass storage devices include removable memory cards that you can attach to your computer using a USB card reader, and cameras that contain an internal memory card and can be attached directly to your computer. USB mass storage devices are detected by your system as a removable drive.
- **Windows Image Acquisition:** cameras and scanners that use Windows Image Acquisition (WIA) drivers.
- **TWAIN:** cameras and scanners that use the TWAIN interface. TWAIN-supported devices use TWAIN drivers that you must install on your computer to communicate with the device. For more information about drivers, and whether or not your device uses TWAIN, please consult your device's Help file.
- **Older model digital cameras:** some older model cameras require an ACD Systems digital camera plug-in. Newer camera models connect to your computer as a mass storage device.

Using the Acquire Wizard

ACDSee's Acquire Wizard will guide you through the process of downloading files from a camera, scanner, or mass storage device. You can preview the images you want to download, and specify a location for them on your hard drive.

To use this wizard, your device needs to connect as a mass storage device, use Windows Imaging Acquisition or TWAIN, or use a digital camera plug-in. If you are uncertain about how your camera, scanner, or memory card connects to your computer, please consult your device's user manual.

You can also have ACDSee automatically detect your device and open the Device Synchronization Wizard, which you can use to profile your device and set default options for the next time you connect it. For more information, see “Using the ACDSee Device Detector” on page 50.

To acquire files from a removable device:

1. Connect your device to your computer. If you are experiencing problems, make sure your camera or scanner is turned on, and your device's cable is properly connected to your computer.
2. Click **File | Acquire**, and then select **From Camera or Card Reader** or **From Scanner**.
3. On the *Welcome* page, select the **Skip this step next time** check box to bypass the page the next time you use the wizard, and click **Next**.
4. On the *Source Device* page, select the type of device you want to use from the **Type** list. ACDSee scans your device and displays the available options. In the **Device** list, select the specific name of the device from which to acquire your files. Click **Next** when you are ready to continue.
5. On the *File Format Options* page, select a file format to save your images. You can click the **Options** button to select file-specific options. Note that options do not exist for every file format. Click **Next** when you are ready to continue.
6. Finally, on the *Output Options* page, specify whether you want to rename your acquired images using a template, and where to place them on your hard drive. Click the **Edit** button to define a renaming template. You can select options to automatically correct the orientation of images taken with certain digital cameras, and to remove the files from your device once they are on your hard drive.

Acquiring images from a CD

You can also use the Acquire Wizard with ACDSee's Device Detector to automatically obtain images from a CD. If the Device Detector is active on your system when you place a disc in your CD-ROM drive, and depending on the Device Detector options you select, the Acquire Wizard will automatically open.

Creating a renaming template

When acquiring files from a camera, scanner, or mass storage device, you can use a template to rename the files as they are placed on your hard drive. You can specify a template with a numerical sequence, add custom text, and insert file-specific information into each new file name.

To create a renaming template:

1. In the Edit File Name Template dialog box, do one or both of the following:
 - In the **Template** field, type a word or phrase to use in each file name.
 - Click the **Insert Property** button and select the file-specific properties to use in each file name.
2. Click the **Insert Sequence Number** button to add number signs to your template. Any number signs (#) in the template are replaced with sequential numeric characters, starting at the number you specified in the wizard.
3. Click **OK** to return to the wizard.

Using the ACDSee Device Detector

You can use the ACDSee Device Detector to access the images stored on your camera or other removable device, and display them using ACDSee.

After you install ACDSee, the Device Detector runs in the background and displays a camera icon in the Taskbar Notification area. When you plug a camera or other device into your computer, the Device Detector detects the connection, the icon changes color, and either prompts you to specify what you want to do with your images or, depending on the type of device, automatically launches the Device Synchronization Wizard or Acquire Wizard.

The ACDSee Device Detector can also detect when you insert a CD into your CD-ROM drive, or attach a mass storage or Windows Image Acquisition (WIA) device to your computer. Such devices may include cameras, card readers, Web cams, and scanners.

If your device does not have a TWAIN or WIA driver installed, is not a mass storage device, or if there are no files on your device, ACDSee Device Detector will not be able to detect it.



ACDSee Device Detector replaces the Windows XP AutoPlay feature. To resume AutoPlay functionality, exit the ACDSee Device Detector.

Starting the ACDSee Device Detector

You can start the ACDSee Device Detector from the Start menu, or from within ACDSee. The ACDSee Device Detector needs to be active to detect when you have connected a device to your computer.

If the ACDSee Device Detector is active when you shut down your computer, it will run automatically the next time you start your computer.

To start the Device Detector:

Click **File | Acquire**, and then select **ACDSee Device Detector**.

Starting ACDSee from the Device Detector

When you plug a camera or other device into your computer, the ACDSee Device Detector detects the connection and opens ACDSee. However, at any time while your device is attached to your computer, you can manually open ACDSee and display the images on the device.

To manually open ACDSee:

1. In the Taskbar Notification area, right-click the **Device Detector** icon.
2. Select **Launch ACDSee**.

Setting the Device Detector options

You can select options to specify how the ACDSee Device Detector responds when it detects a camera or other device on your computer.

To set ACDSee Device Detector options:

1. In the Taskbar Notification area, right-click the **Device Detector** icon.
2. In the Device Detector menu, select **Options**.
3. In the Device Options dialog box, select or change the options described below.
4. Click **OK**.

Device Detector options

<i>When new media is detected on your computer</i>	Ask what to do each time	Prompts you to select an operation when you connect a device to your computer.
	Automatically launch ACDSee's Acquire Wizard	Automatically opens the Device Synchronization Wizard or Acquire Wizard, depending on the type of device you have connected to your computer.

Device Detector options

CD-ROM Drives	Ask what to do each time	Prompts you to select an operation when you insert a disc into your computer.
	Automatically launch ACDSee's Acquire Wizard	Automatically opens the Acquire Wizard.
	Automatically prompt to create or view an ACDSee Photo Disc	Automatically prompts you to add the disc as a Photo Disc. For more information about Photo Discs, see “Working with offline media” on page 40.

Automatically acquiring files from a removable device

You can use ACDSee to automate the transfer of files from a removable device to your computer. ACDSee's Device Synchronization Wizard will guide you through the process of automatically downloading images from a camera, memory card, or other storage device. You can name the device, specify the actions you want to take each time you connect the device, and edit or remove the device's profile at a later time.

To use this wizard, your device needs to connect as a mass storage device. If you are uncertain about how your camera, scanner, or memory card connects to your computer, please consult your device's user manual.

Configuring a device

The first time you connect a device to your computer, if there are files on your device, the Device Synchronization Wizard will work in conjunction with ACDSee's Device Detector to configure and profile your device. To perform the initial configuration, Device Detector needs to be active. If you choose not to use Device Detector, you can acquire your images using the Acquire Wizard. For more information, please see “Using the Acquire Wizard” on page 48.

To configure a device the first time you acquire your images:

1. Connect your device to your computer. If you are experiencing problems, make sure your camera is turned on, and your device's cable is properly connected to your computer.
2. Depending on the configuration of your Device Detector options, the wizard will automatically open or you will be prompted. When the Device

Detector prompts you, select **Acquire images from the device with ACDSee**.

3. On the *Welcome* page of the Device Synchronization Wizard, type a name for your device. Click **Next** when you are ready to continue.
4. On the *Synchronization Settings* page, specify how you would like to download and process files each time you connect the device to your computer, and click **Next** to continue:
 - **Files options**: specifies whether the wizard will automatically select and copy new files to your hard drive, or ask you which new files to copy.
 - **Destination and naming options**: specifies whether the wizard will automatically retain file names used on your device and place files in your My Pictures folder, prompt you to name the files and select a destination, or use a custom file and folder naming template. Click **Settings** to create a naming template and specify the folder options. For more information about renaming templates, see “Creating a renaming template” on page 49.
 - **Device storage space options**: specifies whether the wizard will automatically delete files from your device once they are copied to your hard drive, prompt you to delete files, or use custom storage settings. Click **Settings** to specify the storage options.
5. If you selected the Files option **Always prompt for which files to copy**, on the *Files to Copy* page, select which files to copy to your hard drive, and click **Next**.
6. If you selected the Destination and naming option **Ask what to do each time**, on the *Output Options* page, specify the file name and folder options. Click **Edit** if you would like to specify a naming template. Click **Next** when you are ready to continue.
7. If you selected the Device storage space option **Ask what to do each time**, on the *Device Storage Options* page, specify how you would like to delete files from your device. Click **OK** when you are finished.
8. Click **Finish** to close the wizard. Your files will be placed in the specified location on your hard drive, and the profile for your device will be saved.

Acquiring files from a profiled device

After you complete an initial device configuration, you can access your device by connecting it while the Device Detector is running, or from the **File | Acquire** menu in the Browser. Each time you connect that device to your computer, ACDSee will acquire any new files based on the settings you selected in the initial configuration.

To acquire files from a profiled device:

1. Connect your device to your computer. If you are experiencing problems, make sure your camera is turned on, and your device's cable is properly connected to your computer.
2. Do one of the following:
 - If Device Detector is active, depending on the configuration of your Device Detector options, the wizard will automatically open or you will be prompted. When the Device Detector prompts you, select **Acquire images from the device with ACDSee**.
 - In the Browser, click **File | Acquire**, and select the name of your device.
3. Follow the instructions in the wizard. You will be prompted with different dialog boxes depending on the settings you selected in the initial configuration.

Updating or deleting a device profile

You can adjust the settings of a profiled device, or delete the profile from ACDSee.

To update or delete a profile:

1. In the Browser, click **File | Acquire**, and select **Device Synchronizations**.
2. In the Device Synchronizations dialog box, select a device from the list.
3. Do one of the following:
 - To adjust the profiled settings, click **Edit**. In the Edit Device Synchronization dialog box, change the options, and click **OK**.
 - To rename the profile, click **Rename**. Type a new name for the profile and click **OK**.
 - To delete the profile, click **Delete**.
4. Click **Close**.

Downloading files from a mobile phone

ACDSee's Mobile Phone Acquire Wizard will guide you through the process of downloading images from your mobile phone.

To download files from your mobile phone:

1. Click **File | Acquire**, and select **From Mobile Phone Folder**.
2. On the *Welcome* page, select the location of your mobile phone folder, and where you want to place the images on your hard drive. You can select options to place images in a dated subfolder, and to remove the files from your device once they are on your hard drive. Click **Next** when you are ready to continue.
3. On the *Downloaded Images* page, preview your downloaded images. Click **Next** when you are ready to place the images on your hard drive.

Taking a screen capture

You can use the ACDSee Screen Capture utility to create images from different areas of your screen. You can select what areas to capture, how you want to perform the capture, and where to store the captured image.

To take a screen capture:

1. Click **Tools | Screen Capture**.
2. In the **Source** area of the Screen Capture dialog box, identify the part of the screen you want to capture:
3. If you want to include your mouse pointer in the output image, select the **Include mouse cursor** check box
4. In the **Destination** area, identify where you want to place the output image.
5. In the **Initiate capture** area, identify how you want to take the screen capture.
6. Click **Start** to launch the screen capture tool. An icon appears in the Taskbar Notification area.
7. Prepare your screen to show the area you want to capture, and then follow the steps that appear in the bubble above the Screen Capture icon.

8. To exit the Screen Capture utility without taking a screen capture, right-click the Screen Capture icon, and then select **Exit Screen Capture**.

Screen capture options

Source options

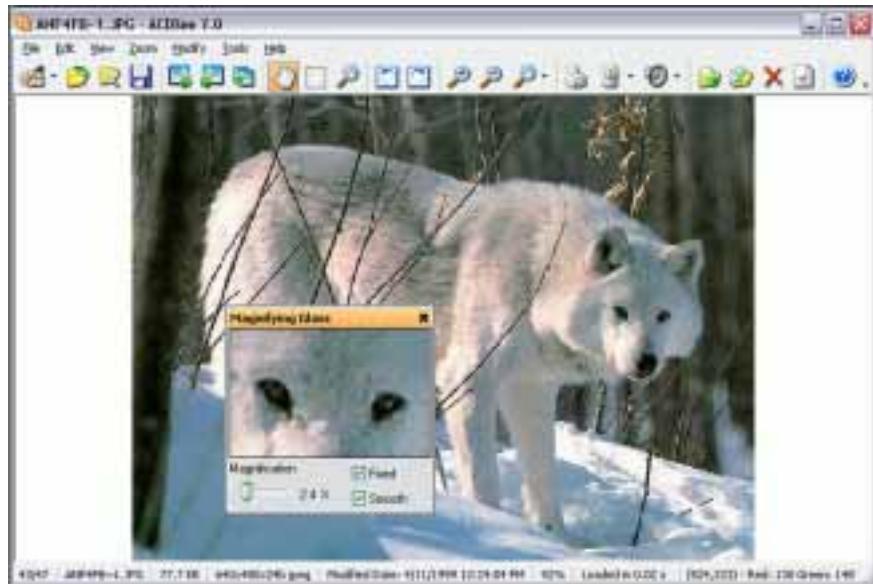
Desktop	Current monitor	Captures an image of the entire area displayed on the screen.
Window	Entire window	Captures an image of the entire active window.
	Content only	Captures an image of the window contents (does not include the frame or title bar).
Region	Fixed size	Captures an image of a fixed area on the screen. Click the drop-down button and select a dimension setting or select Custom , and enter the dimension in pixels.
	Selected region	Captures a selected area of the screen. Click and drag your mouse pointer to surround the area you want to capture.
Object	Child window	Captures an image of sections of the window. For example, a toolbar or button.
	Menu under cursor	Captures selected menu commands.

Destination options

Clipboard	Places a copy of the image on the Clipboard. From the Clipboard you can paste the image in a new location.
File	Displays the Save dialog box to save the file; you can specify location, format, and file name.
Editor	Opens the captured image in the default editor.

Initiate Capture options

Hot key	Designates a keystroke combination to trigger the screen capture. To set the Hot Key, press a key or combination of keys (e.g., CTRL + S) on the keyboard; do not type in the box.
Timer	Takes a screen capture after a designated period. Choose enough time to set up your desktop or window for the screen capture. The maximum setting is 60 seconds.



VIEWING

ACDSee's Viewer displays your images and media files in full resolution, or at any magnification you choose. You can examine a single image, open a group of images one at a time, or view the contents of an entire folder in sequential order.

The Viewer also contains tool panes that display more information about the current image and help you navigate while viewing images at higher magnifications. You can add audio to your images, change their color depth, and create instant slide shows.

The following section explains how to open and view your images and media files, how to customize the Viewer to suit your preferences, and how to access and use the tools and features in the Viewer.

Opening files in the Viewer

You can use the Viewer to display your images and media files using their actual dimensions or at a variety of magnifications. You can also display a group of images in sequential order.

To open an image or media file in the Viewer:

In the File List pane, do one of the following:

- Select a file and press **ENTER**.
- Double-click a file.
- Right-click an image or media file and select **View**.

To open a group of images in the Viewer:

1. In the File List pane, select a group of images.
2. Press **ENTER**.
3. To navigate through the images, do the following:
 - To view the next image in the sequence, click **View | Next Image**.
 - To view the previous image in the sequence, click **View | Previous Image**.



By default, the Viewer displays all of the files in a folder. You can customize the Viewer to display only those files that you select in the File List pane. For more information, see “Setting Viewer options” on page 59.

Viewing images in full screen mode

You can use the entire screen of your monitor to display images. In full screen mode, the window borders, menu bar, status bar, and toolbars are hidden, and only the image is visible. If you want to always view your images in full screen mode, you can set this option as the default for the Viewer.

To view images in full screen mode:

1. Open an image or a group of images in the Viewer.
2. Click **View | Full Screen**.
3. Right-click the image to access the Viewer tools and options via a shortcut menu.

To exit full screen mode:

Do one of the following:

- Press the **F** key.
- Right-click the image and select **View | Full Screen**.

Setting Viewer options

You can use the ACDSee Options dialog box to adjust the behavior of the Viewer to suit your preferences, and increase the speed with which images are displayed.

To set the Viewer options:

1. Click **Tools | Options**.
2. In the Options dialog box, click **Viewer**.
3. On the Viewer options page, set or change any of the options described below.
4. Click **OK** to accept your changes and return to ACDSee.

Viewer options

<i>Decoding and caching</i>	Decode next image in advance	Automatically decodes the next image in sequence in the Viewer.
	Keep previous image in memory	Keeps the previously decoded image in memory for quick display in the Viewer.
<i>Startup files</i>	Replace images in list	Does not open a new Viewer window if an image is opened from another application.
	Images in new window	Opens a new Viewer window to display images opened from another application.
<i>Resampling algorithm</i>	Bicubic	Resamples images in the Viewer to minimize the raggedness normally associated with image expansion.
	Bilinear	Resamples images in the Viewer to produce smooth transitions, but may cause excessive blurring.
	Nearest neighbour	Does not apply resampling to images displayed in the Viewer.

Viewer options

Dropped files	Replaces images in list	Replaces the list of images open in the Viewer with images dropped into the Viewer from another application.
	Add images to list	Adds any images dropped into the Viewer by another application to the list of images already open.
Always on top	Keeps the Viewer as the top window in a stack of windows.	
Full-screen	Opens images in the Viewer in full-screen mode.	
Hide mouse cursor in full-screen	Hides the mouse pointer in full-screen mode.	
Instant image preview	Displays an instant preview in the Viewer that improves in quality as the image is decoded.	
Exit after delete/move	Automatically returns to the Browser after moving or deleting an image in the Viewer.	
View all images in folder	Adds all images in a folder to the current image list when viewing any file from that folder.	
Show full image file path	Displays the image's full file path in the Viewer title and status bars.	

Customizing the Viewer display

You can customize the Viewer display options to specify the Viewer window's size, background, and how it zooms images.

Display options

Window size	Change window size to fit image	Automatically resize the Viewer window to fit the displayed image.
	Center window on screen	Automatically centers the Viewer window on the screen.
	Fix window size	Sizes the Viewer window based on the Zoom Options settings.
	Save window position	Saves the position and size of the Viewer window when moved or resized.

Display options

Background	Default color	Uses the default ACDSee color for the background in the Viewer window.
	Custom color	Specifies a color to use as the background in the Viewer window.
	Tiled image	Uses a tiled image as the background for the Viewer window. Click Browse to locate an image on your hard drive.
Zoom options	Default zoom mode	Specifies the default zoom level for images in the Viewer. For more information about this setting, see “Automatically shrinking or enlarging images” on page 63.
	Reset zoom mode to default on every image change	Resets the zoom mode to the selected default when the displayed image changes.
	Resize	Resizes the image based on the selected option. For more information about this setting, see “Automatically shrinking or enlarging images” on page 63.

Zooming an image

By default, the Viewer displays images using their actual dimensions. You can use the Zoom tools to enlarge or reduce the size of an image you are viewing.

When an image is zoomed to a larger size than the Viewer window, the mouse pointer changes to a hand so that you can pan or scroll the image.

To zoom an image in or out:

Do one of the following:

- Click **Zoom**, and then select one of the zoom options described below.
- Click **View | Zoom Tool**, and then click the image to zoom in, or right-click the image to zoom out.

Zoom menu options

Zoom In	Increases the magnification of the image.
Zoom Out	Decreases the magnification of the image.
Actual Size	Displays the image at its original dimensions.

Zoom menu options

Fit Image	Displays the image at the largest magnification that fits in the Viewer window.
Fit Width	Fits the image within the left and right sides of the Viewer window.
Fit Height	Fits the image within the top and bottom of the Viewer window.
Zoom Lock	Displays all images at the zoom option of the current image. If the zoom level is adjusted, the new zoom level is applied to all images that you view.
Zoom To	Opens a dialog box where you can select a zoom level. For more information, see below.
Pan Lock	Locks the “panned” area of an image. For more information, see “Panning an image” on page 64.

Setting a zoom level

You can use the Set Zoom Level dialog box to set a specific zoom level for the Viewer.

To set a specific zoom level:

1. Click **Zoom | Zoom To**.
2. In the Zoom level area, select one of the following:
 - **Fit whole image**: zooms the image to fit entirely within the Viewer window.
 - **Fit width**: zooms the image to fit the width of the Viewer window.
 - **Fit height**: zooms the image to fit the height of the Viewer window.
 - **Specify**: specifies a zoom percentage. Type a number in the field or click the drop-down list and select a zoom level.
3. To use this setting as the default Viewer zoom level, select the **Lock at this zoom level** check box. The Viewer displays all images based on the specified zoom level.
4. Click **OK**.

Automatically shrinking or enlarging images

You can use the settings on the Display page of the ACDSee Options dialog box to automatically enlarge or shrink images to fit the size of the Viewer. For information about how the combination of the choices affects the display of images, see the Zoom mode and Resize results table below.

To automatically shrink or enlarge images:

1. Click **Tools | Options**.
2. In the Options dialog box, under Viewer, click **Display**.
3. In the Window size area, select **Fix window size**.
4. In the Zoom options area, select one of the following options from the **Default zoom mode** drop-down list:
 - **Actual Size**: displays the image at its original dimensions.
 - **Fit Image**: displays the image at the largest magnification that fits in the Viewer window.
 - **Fit Width**: fits the image within the left and right sides of the Viewer window.
 - **Fit Height**: fits the image within the top and bottom of the Viewer window.
5. Select one of the following options from the Resize drop-down list:
 - **Reduce only**: reduces large images to fit the size of the Viewer.
 - **Enlarge only**: enlarges smaller images to fit the size of the Viewer.
 - **Reduce or Enlarge**: reduces large images, and enlarges smaller images to fit the size of the Viewer.

Zoom options table

The Automatic Zoom option on the Display page of the ACDSee Options dialog box determines if your images are reduced or enlarged to fit the Viewer. The following table outlines the results of each combination of choices.

Zoom mode and Resize results

	Fit Image	Fit Width	Fit Height
Reduce Only	Reduces large images to fit the size of the Viewer. Images that are smaller than the Viewer are displayed at their original size.	Reduces large images to fit between the left and right sides of the Viewer. Images that are smaller than the Viewer are displayed at their original size.	Reduces large images to fit between the top and bottom of the Viewer. Images that are smaller than the Viewer are displayed at their original size.
Enlarge Only	Enlarges small images to fit the size of the Viewer. Images that are larger than the Viewer are displayed at their original size.	Enlarges small images to fit between the left and right sides of the Viewer. Images that are larger than the Viewer are displayed at their original size.	Enlarges small images to fit between the top and bottom of the Viewer. Images that are larger than the Viewer are displayed at their original size.
Reduce and Enlarge	Reduces large images and enlarges small images to fit the size of the Viewer.	Reduces large images and enlarges small images to fit between the left and right sides of the Viewer.	Reduces large images and enlarges small images to fit between the top and bottom of the Viewer.

Panning an image

In the ACDSee Viewer, you can pan large images by moving them vertically, horizontally, and diagonally across the display area to view specific areas of the image. When an image is larger than the Viewer window, the mouse pointer changes to a hand.

To pan an image:

Do one of the following:

- Drag the image to center the area you want to view.
- Press an arrow key. You can hold the **CTRL** key to pan quickly, or hold the **SHIFT** key to pan more slowly.

Using Pan Lock

You can use the Pan Lock setting to automatically center the same area of a series of larger images in the Viewer window.

To use Pan Lock:

1. In the Viewer, pan over a large image to a specific area you want to view.
2. Using the Zoom menu, zoom in on the image until you reach the magnification you want to use for all of your images.
3. Click **Zoom | Zoom Lock** to keep the current zoom level.
4. Click **Zoom | Pan Lock**.

As you move through your images, each one will be automatically zoomed in and panned to the same area.

Using the Magnifying Glass and Navigator panes

You can view specific areas of an image at a higher magnification with the Magnifying Glass and Navigator panes.

To use the Magnifying Glass pane:

1. In the Viewer, click **View | Magnifying Glass**.
2. Move the mouse pointer over an area of the image to view that area in the Magnifying Glass pane.
3. Change the Magnifying Glass pane settings by doing any of the following:
 - Move the slider at the bottom of the Magnifying Glass pane to increase or decrease the magnification.
 - Select the **Fixed** check box to apply the slider setting to the original size of the image. Clear the **Fixed** check box to apply the slider setting to the magnification of the zoomed image in the Viewer.
 - Select the **Smooth** check box to apply anti-aliasing to the magnified portion of the image, or clear the **Smooth** check box to view the individual pixels.

To use the Navigator pane:

1. In the Viewer, click **View | Navigator**.
2. In the Navigator pane, drag the slider to set a magnification level for the image displayed in the Viewer.
3. Drag the marquee in the Navigator pane to pan the image in the Viewer window.

Using the Histogram pane

The Histogram displays a graphical representation of the distribution of intensity levels of pixels for each color channel in an image.

To display and use the Histogram:

1. In the Viewer, click **View | Histogram**.
2. On the Histogram, select or clear the following check boxes:
 - **R**: shows or hides the red color channel.
 - **G**: shows or hides the green color channel.
 - **B**: shows or hides the blue color channel.
 - **L**: shows or hides the lightness of the image.

Viewing file properties in the Viewer

You can view an image's properties in the Viewer and edit the information in the Properties pane.

To view an image's properties:

In the Viewer, click **View | Properties**.



For more information about the Properties pane, and adding or editing database information, see “Using the Properties pane” on page 123.

Displaying text and file information on images

You can use the Header/Footer tool to display text and file-specific information with your images in the Viewer. The text is displayed while you are viewing the image, but does not modify the original image. You can also toggle the text display without changing the settings.

To display text:

1. In the Viewer, click **View | Edit Header/Footer**.
2. Do one or both of the following:
 - Select the **Header** check box to add text at the top of the image.
 - Select the **Footer** check box to add text at the bottom of the image.
3. Select or change the text options.
4. Click **OK**.

Text options

Alignment	Specifies the justification of the captions.
Background	Adds a background color to the text. Click Color to specify a color.
Description	Displays the text you want to see on your images.
Insert Metadata	Inserts file-specific information into the text for each image.
Font	Sets the font, size, and color of the caption text.

To insert metadata in image text:

1. Position the cursor in the **Description** field where you want to display the file information and click **Insert Metadata**.
2. In the Choose Property dialog box, select the file information you want to include.
3. Click **OK**.
4. Repeat steps 1 through 3 for each metadata item you want to add.

Toggling image text

You can show or hide the header or footer, or toggle both at once, without changing or deleting the information in the header and footer fields.

To hide the image text:

1. From the Viewer, click **View | Edit Header/Footer**.
2. Do one or both of the following:
 - Clear the **Header** check box to remove text from the top of the image.
 - Clear the **Footer** check box to remove text from the bottom of the image.
3. Click **OK**.

*To show or hide both headers and footers simultaneously, click **View | Show Header/Footer**.*



Changing image color depth

You can modify an image's color depth in the Viewer. Color depth refers to the range of colors an image contains.

To change the color depth of an image:

Click **Modify | Change Color Depth**, and select one of the options described below.

Color depth options

Black and White	Two-color black and white palette
16 Grays	16-color grayscale palette
256 Grays	256-color grayscale palette
16 Colors	16-color palette
256 Colors	256-color palette (GIF format uses 256 colors by default)
Hicolor	32,768-color palette
Truecolor	16,777,216-color palette of all colors visible to humans

You can use ACDSee to convert an image to any of these color depths. However, to use certain image enhancement tools, filters, blends, and adjustment options, the image must be Hicolor or Truecolor. To edit an image that is not originally Hicolor or Truecolor, you can convert it, edit the image, and then convert it back to its original color depth.

Selecting part of an image

You can use the Select tool in the Viewer to select a rectangular area of an image. You can then zoom in on the selection, copy the selection, save the selection as a new image, print the selection, and use the selection as the desktop wallpaper.

To select part of an image:

1. Drag the mouse pointer across the image to create a marquee.
2. Right-click inside the marquee and select one of the options described below.
3. To cancel the selection, click an area of the image outside of the marquee.

Selection options

Zoom To	Zooms in on the selected area.
Copy	Copies the selected area to the Clipboard.
Save Crop As	Saves the selected area as a new image.
Print	Prints the selected area. For more information about printing with ACDSee, see “Printing images in ACDSee” on page 176.
Wallpaper Centered	Creates desktop wallpaper using the selected area and centers it on your desktop, shrinking it to fit if necessary.
Wallpaper Tiled	Creates a tiled desktop wallpaper pattern using the selected area.

Playing audio and video files

You can play audio and video files in many formats with the ACDSee Viewer. You can control playback volume and appearance, select parts of a media file to play or save, and create an image from a video frame.

To play audio or video files:

1. In the File List pane, do one of the following:
 - Double-click an audio or video file.
 - Select one or more files, and press **Enter**.
 - Select one or more files, right-click a selected file and select **View**.
2. Use the Media toolbar to adjust the volume, stop, pause or restart the file playback, and control the appearance of media files.

Automatically playing audio and video files

You can configure your settings to play audio and video files automatically, as soon as you open them in the Viewer, or as you view them in the Browser's Preview pane.

To start playing media files automatically:

1. In the Browser or Viewer, click **Tools** | **Options**, and then click **Preview**.
2. Select the **Autoplay audio or video clips** check box.
3. Click **OK**.

The Media toolbar

You can use the Viewer's Media toolbar to quickly access common media viewing and editing tools.

Media toolbar buttons

	Play	Plays the media file or selection. Changes into the Pause button when a media file or selection is playing.
	Pause	Pauses the media file or selection.
	Stop	Stops playback of the media file or selection.

Selection and media controls toolbar buttons

	Show Selection	Toggles between displaying and hiding the selection handles.
	Play Selection	Plays only the selected portion of the media file.
	Save As	Opens a dialog you can use to save the video with a new file name.
	Extract Frames	Opens a menu you can use to copy, save, and extract video frames.
	Loop	Continuously plays the media file or selection.
	Rotate	Rotates a video clockwise in 90-degree increments.
	Auto Levels Effect	Automatically adjusts the color and light levels in a video.
	Gamma Effect	Opens the Gamma dialog box, which you can use to adjust the gamma of a video. Higher values brighten the video, while lower values darken it. To reset the gamma level, click Default .

Selecting part of a media file

You can select a segment of an audio or video file and play it.

To select part of an audio or video file:

1. Click the **Show Selection** button.
2. Move the selection handles to specify the beginning and end of the selection.
3. To play the selection, click the **Play Selection** button.

Saving video frames as images

You can extract an individual frame from a video and save it as still image, or extract multiple frames and save each one as a single image.

To extract and save a single video frame as an image:

1. Do one of the following:
 - While the video is playing, click the **Pause** button at the frame you want to save.
 - On the progress slider, move the pointer to display the frame you want to save.
2. On the Selection and media controls toolbar, click the **Extract Frames** button and select **Extract Current Frame**.
3. In the Extract Current Frame dialog box, select a folder in which to save your file.
4. In the **File name** field, type a file name.
5. Click the **Save as type** drop-down list and select a file format. You can click the **Options** button to select or change any options associated with the file format.
6. Click **Save**.

To extract and save multiple video frames as images:

1. Select part of the video.
2. On the Selection and media controls toolbar, click the **Extract Frames** button, and then select one of the following options:
 - **Extract Selected Frames**: extracts all the video frames contained in the selected portion of the video file.
 - **Extract All Frames**: extracts all of the video frames in the video file.
3. In the Extracting Frames dialog box, click the **Browse** button and select the folder where you want to save your files.
4. In the **Filename Template** field, type a filename template to use when saving the images. Type a number sign (#) to insert a sequential number.
5. Click the **Format** drop-down list and select a file format. You can click the **Options** button to select or change any options associated with the file format.
6. Click **OK**.

Working with image audio

ACDSee supports images with embedded audio and images with associated audio files.

- **Images with embedded audio:** TIFF or JPEG images with audio saved inside the image file. You can embed audio inside an image file by adding audio to the image.
- **Images with associated audio:** image files paired with WAV audio files. Image files and their associated audio files contain the same file name and are located in the same folder. You can associate any WAV file with an image file by giving them the same name and placing them in the same folder, or by adding audio to the image.



If you move or rename either an image file or the audio file associated with it, both files must be renamed and in the same folder or they will no longer be associated. This does not apply to images with embedded audio.

To play the audio associated with or embedded in an image:

1. Do one of the following:
 - In the Browser, click the **Audio** (speaker) icon on the image thumbnail.
 - Select the thumbnail or open the image in the Viewer, and click **Tools** | **Image Audio**, and then click **Play**.
2. To stop the audio, click the **Audio** icon on the thumbnail again, or click **Tools** | **Image Audio**, and then click **Stop**.

Adding and editing image audio

You can add WAV files to your images. When you add audio to a JPG or TIFF image, the audio is embedded in the image. With other file formats, the audio file is associated with the image; the audio file is saved in the same folder and is played when the image is viewed.

To add audio to an image:

1. Do one of the following:
 - Select an image in the Browser.
 - Open an image in the Viewer.
2. Click **Tools** | **Image Audio** | **Edit**.
3. In the Edit Audio dialog box, click the **Browse** button.

4. Select a WAV file and click **Save**.
5. If you would like to truncate or clip the audio file, select the **Use markers** check box, and drag the **Start marker** and **End marker** sliders. Do one of the following.
 - Click the **Truncate** button to remove the beginning and end of the audio file (the area outside of the start and end markers).
 - Click the **Clip** button to remove a section of the audio file (the area inside of the start and end markers).
6. To hear a preview of the file, click the **Play** button.
7. Click **OK**.

Recording and adding audio to an image

You can record your own audio files and add them to your images. When you add audio to a JPG or TIFF image, the audio is embedded in the image. With other file formats, the audio file is associated with the image; the audio file is saved in the same folder and is played when the image is viewed.

To record and add an audio file to an image:

1. Do one of the following.
 - Select an image in the Browser.
 - Open an image in the Viewer.
2. Click **Tools** | **Image Audio** | **Edit**.
3. In the Edit Audio dialog box, select or change the Record sound settings options as described below.
4. Click the **Record** button and do one of the following.
 - Use a microphone and record a sound.
 - Play audio from an audio player on your computer.
5. Click the **Record** button to stop the recording.
6. Click the **Save As** button to save the audio file.
7. In the Save Sound File dialog box, type a name in the **File name** field, and click the **Save** button.
8. Click **OK**.

Record sound settings options

Capture device	Specifies which device to use on your computer to record the audio.
Input format	Specifies which sample rate and audio type are used to record the sound. The formats displayed depend on the sound card you have installed on your computer.
Overwrite	Replaces the recorded audio from the start marker.
Mix	Combines the recording with the existing audio file.
Insert using start marker	Inserts the recording at the start marker location. Drag the Start marker slider to select a position.
Append to sound file	Adds the recording to the existing audio file.
Replace sound file	Replaces the entire audio file with the new recording.

Viewing a slide show

You can view a slide show of images from the Browser, or from the Viewer.

To start a slide show from the Browser:

1. Do one of the following:
 - In the File List pane, select a group of images.
 - In the Folders pane, select a folder or use the Easy-Select bar to select multiple folders that contain images.
2. Click **Tools | Slide Show**.
3. In the Slide Show dialog box, select or change the options.
4. To save your settings as the default slide show behavior, select the **Save current settings as default** check box.
5. Click **OK** to launch the slide show.
6. To stop the slide show at any time, press **ESC**.

To start a slide show in the Viewer:

1. Click **View | Slide Show**.
2. In the Slide Show dialog box, select or change the options.
3. To save your settings as the default slide show behavior, select the **Save current settings as default** check box.
4. Click **OK** to launch the slide show.
5. To stop the slide show at any time, press **ESC**.



You can also create slide shows that you can save as executable files to share with your family and friends. For more information, see “Creating a slide show you can share” on page 168.

Setting slide show options

You can set the slide show options to adjust how long each image is displayed, set the background color, apply transition effects, and add header or footer text.

Slide show options

<i>File Selection</i>	Slide show contents	Specifies the locations and images you want to use in the slide show.
	Always use these contents for this selection type and start slide show automatically	Retains the current Slide show contents setting and starts automatically the next time you launch the slide show. For more information about this option, see “Starting a slide show automatically” on page 77.
<i>Basic</i>	Select transition effects	Identifies which transition effects you want to use in your slide show. Select or clear the check box next to each transition effect. The slide show will randomly select transitions from your choices.
	Background color	Specifies the background color. Click the color picker arrow to select or change the color.
	Image delay (in seconds)	Specifies how long you want the slide show to display each image.

Slide show options

Advanced	Transition quality	Specifies the overall quality of the slide show. Drag the slider to the left to improve slide show speed, or drag to the right to improve the quality of the transition effects.
General settings		Specifies the general appearance and operation of the slide show. Select or clear any of the following options: <ul style="list-style-type: none"> Play embedded audio: plays any audio clips embedded in the images. Autohide control bar: hides the slide show controls whenever the mouse pointer stops moving for more than a few seconds. Repeat: repeats the slide show after displaying the last image. Stretch images to fit screen: enlarges small images to fill the entire screen. Stretch video to fit screen: enlarges video files to fill the entire screen.
Slide order		Specifies the order of images in your slide show. Select one of the following options: <ul style="list-style-type: none"> Forward Backward Random
Text	Display header text	Displays a text caption at the top of each image. Set the options to specify the text you want to display.
	Display footer text	Displays a text caption at the bottom of each image. Set the options to specify the text you want to display.
	Alignment	Specifies the alignment of the text captions.
	Background color	Specifies a background color for the caption text.
	Text	Specifies the text to display as a caption.
	Font	Opens the Font dialog box in which you can select or change the font options for your text.
	Insert Metadata Tag	Inserts file-specific information called metadata into the caption. Click to open the Choose Property dialog box and select the metadata you want to insert.
Save current settings as default		Retains the current settings on all of the tabbed pages and applies them the next time you view a slide show.

Starting a slide show automatically

You can configure your slide show to use your preferred settings and start playing automatically when you click the menu command or the Slide Show button on the toolbar. The combination of items you select in the Browser determines the content of the slide show, and whether it starts automatically.

To configure a slide show to start automatically:

1. In the Browser, do one of the following:
 - Select two or more images in the File List pane.
 - Select two or more folders in the File List pane.
 - Select a combination of files and folders in the File List pane.
 - Add two or more images to the Image Basket.
2. Click **Tools | Configure Slide Show**.
3. In the Slide Show Properties dialog box, select the **File Selection** tab.
4. In the **Slide show contents** drop-down list, select the items you want to use in the slide show. The options available change depending on the type and variety of files and folders that you selected in Step 1.
5. Select the **Always use these contents for this selection type and start slide show automatically** check box.
6. Click **OK**.
7. To exit the slide show, press **ESC**.
8. To start a slide show automatically, select the same type or combination of files or folders you selected in Step 1, and then click **Tools | Slide Show**.

Example One

You can configure the slide show to start automatically when you select a combination of files and folders, using the media files that you select, as well as the contents of the selected folders.

In the File List pane, select at least one image file and one folder, and then click **Tools | Configure Slide Show**. On the File Selection tab, from the **Slide show contents** drop-down list, select **Selected media, and media in selected folders**.

Select the **Always use these contents for this selection type and start slide show automatically** check box, and then click **OK** to launch the slide show. Press **ESC** to return to the Browser.

Now, whenever you select any combination of media files and folders in the File List pane and click **Tools | Slide Show**, the slide show will start automatically,

and display any media items you selected, as well as any media items contained in the selected folders. The slide show will not display any of the other images or media files in the current folder, or those files contained in any subfolders of the selected folders.

Example Two

You can now make a different selection and configure your slide show to start automatically using all of the files in the current folder - not just those you have selected.

In the File List pane, select one or more image or media files and click **Tools | Configure Slide Show**. On the File Selection tab, from the **Slide show contents** drop-down list, select **All media in current folder and subfolders**.

Select the **Always use these contents for this selection type and start slide show automatically** check box, and then click **OK** to launch the slide show. Press **ESC** to return to the Browser.

Now, whenever you select two or more images or media files and click **Tools | Slide Show**, the slide show will start automatically, and display all media items in the folder that you have open in the File List pane, as well as any subfolders.

Using Auto Advance

You can use the Auto Advance feature to create a simple slide show preview of a group of images, or all the images in a folder, in the main Viewer window.

To start Auto Advance:

1. Open a group of images in the Viewer.
2. From the **View** menu, select **Auto Advance | Options**.
3. In the Auto Advance dialog box, set any of the options described below.
4. Click **Start**.
5. To advance to the next image, press **SPACE**.
6. To return to the previous image, press **BACKSPACE**.
7. To stop or restart Auto Advance, press **PAUSE**.

Auto Advance options

Sequence	Determines the order that you want to display your images. Select one of the following options: <ul style="list-style-type: none"> • Forward • Reverse • Random
Repeat	Automatically restarts the slide show after the last image has been displayed.
Delay	Specifies how long to display each image. Drag the slider or type a value from 0 to 864000000 to set the time (in milliseconds).
Sound	Plays any embedded audio in the selected images while displaying them.

Creating a desktop screen saver

You can create a desktop screen saver using your own images, and apply it to your Windows display settings.

To create a screen saver:

1. In the File List pane, select a group of images and click **Tools | Configure Screen Saver**.
2. In the ACDSee Screen Saver dialog box, click **Add** to browse for more images to add to your screen saver, or select images you do not want to include and click **Remove**.
3. Click **Configure**.
4. In the ACDSee Screen Saver dialog box, specify the options as described below, and then click **OK**.
5. To automatically use the screen saver on your desktop, select the **Set as default screen saver** check box.
6. When you are satisfied with your choices, click **OK**.

To activate the screen saver, select the **Screen Saver** tab in your Windows Display Properties dialog box, and select **ACD Screen Saver** from the drop-down list.

Configuring your screen saver

You can set the screen saver options to adjust how long each image is displayed, set the background color, apply transition effects, and add header or footer text.

Screen saver options

Basic tab	Select transition effects	Identifies which transition effects you want to use in your screen saver. Select or clear the check box next to each transition effect. The screen saver will randomly select transitions from your choices.
	Background color	Specifies the background color. Click the color picker arrow to select or change the color.
	Image delay (in seconds)	Specifies how long you want the screen saver to display each image.
Advanced tab	Transition quality	Specifies the overall quality of the screen saver. Drag the slider to the left to improve screen saver speed, or drag to the right to improve the quality of the transition effects.
	General settings	Specifies the general appearance and operation of your screen saver. Select or clear any of the following options: <ul style="list-style-type: none"> Play embedded audio: plays any audio clips embedded in the images. Repeat: repeats the images after displaying the last image. Stretch images to fit screen: enlarges small images to fill the entire screen.
Slide order	Specifies the order in which your images will be displayed. Select one of the following options: <ul style="list-style-type: none"> Forward Backward Random 	

Screen saver options

Text tab	Display header text	Displays a text caption at the top of each image. Set the options to specify the text you want to display.
	Display footer text	Displays a text caption at the bottom of each image. Set the options to specify the text you want to display.
	Alignment	Specifies the alignment of the text captions.
	Background color	Specifies a background color for the caption text.
	Text	Specifies the text to display as a caption.
	Font	Opens the Font dialog box where you can select or change the font options for your text.
Insert	Metadata Tag	Inserts file-specific information into the caption. Click to open the Choose Property dialog box and select the metadata you want to insert.

Setting an image as the desktop wallpaper

You can select any image and set it as the Windows desktop wallpaper. You can also automatically stretch a wallpapered image to fill the screen, and restore your previous wallpaper.

To set an image as the desktop wallpaper:

1. Do one of the following:
 - In the Browser, select an image and click **Tools | Set Wallpaper**.
 - In the Viewer, click **Tools | Set Wallpaper**.
2. Select one of the following:
 - **Centered**: places the image in the center of the screen. If the image is larger than the screen, it is shrunk to fit.
 - **Tiled**: places the image in a tiled pattern that fills the entire desktop.

The selected image is saved as ACD Wallpaper.bmp in the Windows folder. ACDSee automatically changes the wallpaper settings in the Control Panel Display properties to display the image.

To automatically stretch wallpapered images to fit the screen:

1. Click **Tools | Options**.
2. In the Options dialog box, click **General**.
3. On the General page, select the **Automatically stretch wallpaper to fit screen** check box.
4. Click **OK**.

To display the previous wallpaper:

Click **Tools | Set Wallpaper**, and then select **Restore**.

Synchronizing the Viewer to a folder

You can use the Sync to Folder option to change the images displayed in the Viewer. If you sync ACDSee to the folder used by your newsreader, images downloaded into the folder are displayed in the Viewer.

To synchronize to a folder:

1. In the Viewer window, click **Tools | Sync To Folder**.
2. Type the path to the folder you want to synchronize, or click the **Browse** button to locate the folder.
3. Select or change the New Images options as described below.
4. Click **OK**.

All images in the folder are displayed as a slide show in the Viewer. As you add or remove images from the folder, the slide show updates automatically.

New Images options

Show new image(s) immediately	Displays images as soon as they appear in the folder. If this option is cleared, new images are added to the end of the slide show.
Ignore open files	Delays adding a new file to the slide show until the transferring application has finished moving or downloading the file.
Sort by name	Sorts the images displayed in the slide show by their file name.

To stop synchronizing to a folder:

In the Viewer, click **Tools | Sync To Folder**.

Returning to the Browser

You can close the Viewer window and return to the Browser at any time.

To return to the Browser from the Viewer window:

Do one of the following:

- Press **ESC**.
- Press **ENTER**.
- Double-click the image.
- Click **File | Browse**.
- Click the **Browse** button on the toolbar.



EDITING

ACDSee includes a powerful, yet easy-to-use image editor with an array of useful tools to help reduce red-eye in digital images, remove an unwanted color cast, apply special effects, and much more.

You can also edit and enhance your images by adjusting the light and color levels, cropping images that are too large, rotating or flipping images that are incorrectly aligned, and adjusting sharpness. When you're finished editing, you can preview your changes, and then save your images in any of the supported file formats.

You can use the Edit Mode to edit and enhance your images, or you can configure ACDSee to work with a variety of editing applications, such as ACD Photo Editor.

To edit an image in Edit Mode:

Do one of the following:

- In the Browser, click **Tools | Open in Editor**, and then click **ACDSee**.
- In the Viewer, click **Modify | Edit Mode**.

To edit an image using another image editor:

Do one of the following:

- In the Browser, click **Tools | Open in Editor**, and then select the editing application you want to use.
- In the Viewer, click **Modify | Open in Editor**, and then select the editing application you want to use.



For more information about adding and configuring image editing applications, see “Configuring image editors” on page 13.

Working in Edit Mode

In Edit Mode, the right side of your screen displays the Edit Panel, which provides access to all of the editing tools and effects. Click a name in the Edit Panel to open that tool and edit your image with it.

The Edit Mode toolbar provides access to commonly used commands, and scrolling and zooming controls. For an explanation and description of each button on the toolbar, see “Appendix 3: Default toolbar layouts” on page 191.

At the top of the screen, just below the Edit Mode toolbar, are the View tabs. You can select these tabs at any time to compare your original image with the edited version, and preview your editing choices before saving them to your hard drive.

Customizing the Edit Panel

You can resize, move, and dock the Edit Panel to suit your preferences. You can also set the Edit Panel to automatically hide when you are not using it.

To customize the Edit Panel:

1. Drag the Edit Panel’s title bar to a new location. If you drag the Edit Panel to an edge of the window, it will dock against that edge.
2. To resize the Edit Panel, drag one of its edges.

Auto-hiding the Edit Panel

You can use the Auto Hide button to automatically hide the Edit Panel in Edit Mode. When the panel is set to auto-hide, it rolls away when you click outside of it, leaving a tab displayed. You can access the panel by moving the mouse pointer over the tab.

The Auto Hide button's appearance on the panel's title bar reflects its current setting:

-  A horizontal pushpin indicates that the panel is set to automatically hide when you click outside of it.
-  A slanted pushpin indicates that the panel is fixed and will remain visible even if you click outside of it.

When a pane is floating, the auto-hide feature is not available, and you cannot move the Edit Panel to a new location if it is set to auto-hide.

To set or remove auto-hide:

Click the **Auto Hide** button on the pane's title bar so that it displays a slanted or horizontal pushpin.

About tool presets

Many ACDSee editing tools and special effects allow you to save your settings as presets. This is convenient when you frequently use the same settings for a particular tool or effect.

For most tools, ACDSee automatically saves the last option settings you applied to an image when you clicked Apply or Done. This preset is called Last Used.

To save tool settings:

1. Select a tool and specify its settings.
2. In the Presets area, click the **Save** button.
3. In the New Preset dialog box, enter a name for your preset and click **OK**.

To use a previously-saved preset:

1. Select the tool for which you created the preset.
2. Select the desired preset from the **Presets** drop-down list.

To delete a preset:

1. Select the tool for which you created the preset.
2. Click the **Presets** drop-down list and select the preset you want to delete.
3. Click the **Delete** button.
4. In the Confirm Delete dialog box, click **Yes**.

Using the undo/redo system

You can undo and redo your changes when editing an image.

To undo a change:

Do one of the following:

- In the Viewer, click **Edit | Undo**.
- In Edit Mode, on the Edit Panel, click the **Undo** button.

To redo a reversed change:

Do one of the following:

- In the Viewer, click **Edit | Redo**.
- In Edit Mode, on the Edit Panel, click the **Redo** button.

Using the Preview bar

You can use the Preview bar to see how the current editing tool affects a specific area of your image. You can pan either image in the Preview bar by dragging it within its pane, and drag the edges or corners of the Preview bar to resize it.

To open the Preview bar:

1. On the Edit Panel, open one of the following editing tools: **Exposure**, **Color**, **Red Eye**, **Sharpness**, or **Noise**.
2. On the tool tab, click the **Preview Bar** button.

The Preview bar displays the original version of your image in the top pane, and the edited version of your image in the bottom pane, with a toolbar between the two.

Saving images in Edit Mode

After editing or enhancing your images in Edit Mode, you can save them to a new format, or overwrite the original images with your changes.

To save an image in Edit Mode:

1. Click the **Save As** button on the toolbar.
2. In the Save Image As dialog box, browse to the folder where you want to save the image.
3. In the **File name** field, type a name for the edited image.
4. In the **Save as type** drop-down list, select a file format for the new image. Click **Options** to select settings specific to that image format.
5. Click **Save**.



For more information about saving images in other formats, see “Converting images to another format” on page 139.

Closing Edit Mode

You can close the Edit Mode window and return to the Viewer or Browser at any time.

To close Edit Mode:

Do one of the following:

- Click the **Finished Editing** button on the toolbar.
- Press **Esc**.

Adjusting image light levels

The Edit Mode’s exposure tools adjust an image’s light levels: the Auto-Exposure tool analyzes the image and adjusts its exposure automatically; the Brightness tool provides slider controls so you can adjust the gamma, brightness, and contrast individually; the Levels tool provides precise control over all aspects of an image’s light levels and color channels; and, the Curves tool provides control over the tonal ranges within an image, as well as the tonal range of each color.

Automatically adjusting an image's exposure

You can use the Auto Exposure tool to automatically correct the exposure of your images. Auto Exposure makes the darkest image pixels darker, and the brightest pixels brighter. You can save your options as a preset for future use.

To automatically correct an image's exposure:

1. In Edit Mode, on the Edit panel, click **Exposure**, and select the **Auto Exposure** tab.
2. Select one of the following options:
 - **Auto Contrast and Color**: adjusts color differences, brightness, and image color channels.
 - **Auto Contrast**: adjusts the color differences and brightness only.
3. Use the slider to fine tune the amount of exposure you want to apply.
4. Do one of the following:
 - Select another tab to use another tool.
 - Click **Done** to apply your changes and close the Auto Exposure tool.
 - Click **Cancel** to discard all changes and close the tool.

Adjusting image brightness

You can use the Brightness tool to adjust an image's brightness, contrast, and gamma. You can save your options as a preset for future use.

To adjust an image's light levels:

1. In Edit Mode, on the Edit panel, click **Exposure**, and select the **Brightness** tab.
2. On the Brightness tab, set the options.
3. Do one of the following:
 - Click **Apply** to apply your changes and set options on another tab.
 - Click **Done** to apply your changes and close the Brightness tool.
 - Click **Cancel** to discard all changes and close the tool.

Brightness options

Brightness	Specifies the image's light intensity. Moving the slider to the right lightens the image, while moving the slider to the left darkens it.
Contrast	Specifies the amount of difference between color and brightness in an image. Moving the slider to the right darkens the shadowed areas in an image, while moving the slider to the left brightens them.

Brightness options

Gamma	Specifies the intensity of the light spectrum in an image. Moving the slider to the right lightens the image, while moving the slider to the left darkens it.
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Adjusting image levels

You can use the Levels tool to precisely adjust the contrast and light levels in your images. You can save your options as a preset for future use.

To adjust image levels:

1. In Edit Mode, on the Edit Panel, click **Exposure**, and then select the **Levels** tab.
2. Do one of the following:
 - Set the options to adjust the contrast and light levels manually.
 - Click **Auto** and select a menu option to automatically adjust image properties.
3. Do one of the following:
 - Click **Apply** to apply your changes and set options on another tab.
 - Click **Done** to apply your changes and close the Levels tool.
 - Click **Cancel** to discard all changes and close the tool.

Levels options

Channel	Specifies the brightness or color channel you want to adjust.
Logarithmic scale	Applies a logarithmic scale to the histogram so that you can see and adjust lower color levels.
Shadows	Specifies the blackpoint of an image. Move the slider or type a number from 0 to 255 into the spin box to define the blackest area of an image. As the value increases, the dark colored areas of the image become darker.
Midtones	Specifies the gamma correction in an image. Move the slider or type a number from 0.00 to 2.00 into the spin box to set the amount of gamma correction. Higher values make the image appear brighter, while lower values make the image appear darker.
Highlights	Specifies the whitepoint of an image. Move the slider or type a number from 0 to 255 into the spin box to define the whitest area of an image. As the value increases, the light colored areas of the image become lighter.

Levels options

Clipped %	Indicates how much of the image detail is lost due to blackpoint and whitepoint correction.
Shadows picker	Specifies the blackpoint of the image. Click the Shadows picker and then click the image area you want to set as the blackpoint.
Midtones picker	Specifies the gamma correction value to use for the image. Click the Midtones picker and then click the image area you want to set as the gamma correction value.
Highlights picker	Specifies the whitepoint of the image. Click the Highlights picker and then click the image area you want to set as the whitepoint.
Auto	Select one of the following options: <ul style="list-style-type: none"> • Adjust Contrast: automatically analyzes and adjusts image contrast. • Adjust Color and Contrast: automatically analyzes and adjusts each color channel independently, and adjusts the contrast. • Adjust Color and Brightness: automatically analyzes and adjusts image color and brightness. • Tolerance: opens the Tolerance settings dialog box. Specify the maximum clipping percentage for Shadows and Highlights, and click OK. ACDSee adjusts the image levels automatically.
Reset	Discards all changes and reverts to the original image levels.

Adjusting brightness curves

You can use the Curves tool to change the tonal range of an image. Select the RGB color channel to adjust the entire range of the image, or select a specific color. You can save your options as a preset for future use.

To adjust the brightness curves in an image:

1. In Edit Mode, on the Edit panel, click **Exposure**, and select the **Curves** tab.
2. On the Curves tab, set the options.
3. Drag the histogram bar to manipulate the image.
4. Do one of the following:
 - Click **Apply** to apply your changes and set options on another tab.
 - Click **Done** to apply your changes and close the Curves tool.
 - Click **Cancel** to discard all changes and close the tool.

Curves options

Channel	Specifies the color channels to adjust.
Show Histogram	Toggles the histogram display.
Histogram	Displays a visual representation of the color information levels in the image, based on the selected channel. Click and drag the line to manipulate the curve.
Reset	Discards all changes and reverts to the original image.
Exposure warning	Highlights over- and under-exposed areas of the image.

Adjusting image color

The Edit Mode's color adjustment tools enhance the color levels of your images: the Auto Color tool analyzes each image and applies color correction automatically; the Color Cast tool removes unwanted hues and colored areas; the HSL tool specifies the hue, saturation, and lightness values; and, the RGB tool adjusts the red, green, and blue levels individually.

Automatically adjusting image colors

You can use the Auto Color tool to automatically adjust an image's colors.

To automatically adjust image colors:

1. In Edit Mode, on the Edit Panel, click **Color**.
2. Select the **Auto Color** tab.
3. Move the slider to use more or less color correction.
4. Do one of the following:
 - Click **Done** to apply your changes and close the Auto Color tool.
 - Click **Cancel** to discard all changes and close the tool.

Removing a color cast

You can use the Color Cast tool to remove an unwanted hue from an image. For example, if you take a photo at sunset and the resulting image has a reddish hue, you can use the Color Cast tool to remove it. You can save your options as a preset for future use.

To remove a color cast from an image:

1. In Edit Mode, on the Edit Panel, click **Color**.
2. Select the **Color Cast** tab.

3. Click an image area that should be white or gray. The color square shows the color of the original pixel on the left, and of the modified pixel on the right.
4. Move the slider to specify the color cast removal strength. Higher settings remove more of the unwanted color.
5. Do one of the following:
 - Click **Done** to apply your changes and close the tool.
 - Click **Cancel** to discard all changes and close the tool.

Changing HSL values

You can adjust an image's HSL (hue, saturation, and lightness) values. You can save your options as a preset for future use.

To adjust an image's HSL:

1. In Edit Mode, on the Edit Panel, click **Color**.
2. Select the **HSL** tab, and then move the sliders to adjust the **Hue**, **Saturation**, and **Lightness** amounts.
3. Do one of the following:
 - Click **Apply** to apply your changes and set options on another tab.
 - Click **Done** to apply your changes and close the tool.
 - Click **Cancel** to discard all changes and close the tool.

Changing RGB values

You can adjust an image's red, green, and blue (RGB) color values. You can save your options as a preset for future use.

To adjust an image's RGB values:

1. In Edit Mode, on the Edit Panel, click **Color**.
2. Select the **RGB** tab, and then move the sliders to adjust the amount of **Red**, **Green**, and **Blue**.
3. Do one of the following:
 - Click **Apply** to apply your changes and set options on another tab.
 - Click **Done** to apply your changes and close the tool.
 - Click **Cancel** to discard all changes and close the tool.

Removing red-eye from digital photos

You can use the Red Eye Reduction tool to correct the red-eye effect in digital photographs.

To correct red-eye:

1. In Edit Mode, zoom the image to enlarge and center the eye you want to correct.
2. On the Edit Panel, click **Red Eye**.
3. On the Red Eye tab, set the options.
4. Drag the mouse pointer across your image to create a marquee. Use the handles on the marquee to center it over the eye.
5. Do one of the following:
 - Click **Apply** and repeat for each eye needing correction.
 - Click **Done** to apply your changes and close the Red-Eye Reduction tool.
 - Click **Cancel** to discard all changes and close the tool.

Red Eye options

Amount	Specifies how much color to use. Higher values fill more of the ellipse.
Eye color	Specifies the eye color to apply. You may need to experiment with colors to produce realistic-looking eyes. To do this, select Custom , select a color, click Add to Custom Colors , and click OK .
Show outline	Displays an ellipse inside the marquee.

Sharpening and blurring images

You can use the Sharpness and Unsharp Mask tools to sharpen your images, or use the Blur tool to apply different types of image blur and artistic blurring effects. With these tools, you can heighten the contrast between adjacent colors, enhance the edges of your subjects, or soften the overall appearance of your digital photos.

Using the Sharpness tool

You can use the Sharpness tool to increase the color difference in adjacent pixels, resulting in sharper images. You can save your options as a preset for future use.

To sharpen an image using the Sharpness tool:

1. In Edit Mode, on the Edit Panel, click **Sharpness**, and then select the **Sharpness** tab.
2. To increase the image's sharpness, move the slider to the right. To decrease the image's sharpness, move the slider to the left.
3. Do one of the following:
 - Click **Apply** to apply your changes and set options on another tab.
 - Click **Done** to apply your changes and close the Sharpness tool.
 - Click **Cancel** to discard all changes and close the tool.

Using the Unsharp Mask tool

You can use the Unsharp Mask tool to sharpen an image by enhancing the contrast of medium and high contrast edges. You can save your options as a preset for future use.

To sharpen an image using the Unsharp Mask tool:

1. In Edit Mode, on the Edit Panel, click **Sharpness**, and then select the **Unsharp Mask** tab.
2. Specify the options.
3. Do one of the following:
 - Click **Done** to apply your changes and close the Unsharp Mask tool.
 - Click **Cancel** to discard all changes and close the tool.

Blurring an image

You can use the Blur tool to apply different kinds of blur to an image, and you can save your options as a preset for future use.

To blur an image:

1. In Edit Mode, on the Edit Panel, click **Sharpness**, and then select the **Blur** tab.
2. In the **Blur type** drop-down list, select the type of blur to apply.
3. Specify the options for the blur type, as described below.
4. Do one of the following:
 - Click **Done** to apply your changes and close the Blur tool.
 - Click **Cancel** to discard all changes and close the tool.

Blur types

Gaussian	<i>Produces an even, smooth blur over the entire image.</i>										
	<table> <tr> <td>Amount</td> <td>Specifies the amount of blur. Move the slider to the right to intensify the effect.</td> </tr> </table>	Amount	Specifies the amount of blur. Move the slider to the right to intensify the effect.								
Amount	Specifies the amount of blur. Move the slider to the right to intensify the effect.										
Linear	<i>Produces a blurring effect that gives the illusion of movement.</i>										
	<table> <tr> <td>Amount</td> <td>Specifies the amount of blur. Move the slider to the right to intensify the effect.</td> </tr> <tr> <td>Angle</td> <td>Specifies the direction of the blur effect.</td> </tr> </table>	Amount	Specifies the amount of blur. Move the slider to the right to intensify the effect.	Angle	Specifies the direction of the blur effect.						
Amount	Specifies the amount of blur. Move the slider to the right to intensify the effect.										
Angle	Specifies the direction of the blur effect.										
Radial	<i>Produces blur around a central point. Click the image to set the center point of the effect.</i>										
	<table> <tr> <td>Amount</td> <td>Specifies the amount of blur. Move the slider to the right to intensify the effect.</td> </tr> <tr> <td>Clockwise</td> <td>Specifies clockwise blur.</td> </tr> <tr> <td>Counter-clockwise</td> <td>Specifies counter-clockwise blur.</td> </tr> <tr> <td>Horizontal position</td> <td>Specifies the blur effect's center point on the horizontal axis.</td> </tr> <tr> <td>Vertical position</td> <td>Specifies the blur effect's center point on the vertical axis.</td> </tr> </table>	Amount	Specifies the amount of blur. Move the slider to the right to intensify the effect.	Clockwise	Specifies clockwise blur.	Counter-clockwise	Specifies counter-clockwise blur.	Horizontal position	Specifies the blur effect's center point on the horizontal axis.	Vertical position	Specifies the blur effect's center point on the vertical axis.
Amount	Specifies the amount of blur. Move the slider to the right to intensify the effect.										
Clockwise	Specifies clockwise blur.										
Counter-clockwise	Specifies counter-clockwise blur.										
Horizontal position	Specifies the blur effect's center point on the horizontal axis.										
Vertical position	Specifies the blur effect's center point on the vertical axis.										
Spread	<i>Produces a smeared or frosted blur over the entire image.</i>										
	<table> <tr> <td>Amount</td> <td>Specifies the amount of blur. Move the slider to the right to intensify the effect.</td> </tr> </table>	Amount	Specifies the amount of blur. Move the slider to the right to intensify the effect.								
Amount	Specifies the amount of blur. Move the slider to the right to intensify the effect.										
Zoom	<i>Produces inward or outward blur to or from a central point. Click the image to set the center point of the effect.</i>										
	<table> <tr> <td>Amount</td> <td>Specifies the amount of blur. Move the slider to the right to intensify the effect.</td> </tr> <tr> <td>Zoom in</td> <td>Creates a blur that zooms in to the image's center.</td> </tr> <tr> <td>Zoom out</td> <td>Creates a blur that zooms out from the image's center.</td> </tr> <tr> <td>Horizontal position</td> <td>Specifies the blur effect's center point on the horizontal axis.</td> </tr> <tr> <td>Vertical position</td> <td>Specifies the blur effect's center point on the vertical axis.</td> </tr> </table>	Amount	Specifies the amount of blur. Move the slider to the right to intensify the effect.	Zoom in	Creates a blur that zooms in to the image's center.	Zoom out	Creates a blur that zooms out from the image's center.	Horizontal position	Specifies the blur effect's center point on the horizontal axis.	Vertical position	Specifies the blur effect's center point on the vertical axis.
Amount	Specifies the amount of blur. Move the slider to the right to intensify the effect.										
Zoom in	Creates a blur that zooms in to the image's center.										
Zoom out	Creates a blur that zooms out from the image's center.										
Horizontal position	Specifies the blur effect's center point on the horizontal axis.										
Vertical position	Specifies the blur effect's center point on the vertical axis.										

Adding and removing image noise

Image noise is the effect produced when a variety of pixel colors are used in the same color region of a digital image. Noise is often produced when an image is resized or converted to another format. With ACDSee, you can remove unwanted image noise, or add it purposefully to give your photos a grainy texture.

Adding noise to an image

You can use the Add Noise tool to add a grainy texture to an image, or to reduce the appearance of minor imperfections. You can save your options as a preset for future use.

To add noise to an image:

1. In Edit Mode, on the Edit Panel, click **Noise**, and then select the **Add Noise** tab.
2. Set the options as described below.
3. Do one of the following:
 - Click **Done** to apply your changes and close the Add Noise tool.
 - Click **Cancel** to discard all changes and close the tool.

Add Noise options

Intensity	Specifies the amount of noise added to the image. A higher intensity increases the chance that a noise pixel will replace a pixel in the original image.
Color proximity	Specifies the color of noise pixels added to the image. A lower value gives each noise pixel a color similar to the pixel it replaces. Higher values result in a random selection of the noise pixel color.
Noise color	Specifies the color of the noise pixels. Select one of the following options: <ul style="list-style-type: none">• Random: randomly selects the color.• Monochrome: produces black and white noise pixels.• Adjustable: randomly selects the color of each noise pixel, but more pixels match a defined color. To define a color, click the color picker and select a color.
Noise placement	Adds noise to image areas that closely match a defined color. Select the Set color check box to enable noise placement, and click the color picker to specify a color.

Add Noise options

Random Seed	Indicates the random placement of noise in an image. When you apply the Add Noise filter to an image, ACDSee places the noise pixels based on a random seed. This makes the image noise different each time you apply the filter. You can define a specific random seed to generate identical image noise. To generate a new random seed, click Random Seed .
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Removing noise from an image

You can use the Remove Noise tool to remove unwanted image noise while preserving details that you want to retain.

To remove noise from an image:

1. In Edit Mode, on the Edit Panel, click **Noise**, and then select the **Remove Noise** tab.
2. Set the options as described below.
3. Do one of the following:
 - Click **Done** to apply your changes and close the Remove Noise tool.
 - Click **Cancel** to discard all changes and close the tool.

Remove Noise options

Despeckle	Removes noise.
Square	Removes noise using a 3 x 3 pixel square.
X	Removes noise using a 3 x 3 pixel X shape. Use this option when you want to preserve an image's thin diagonal lines.
Plus	Removes noise using a 3 x 3 pixel plus (+) shape. Use this option when you want to preserve an image's thin vertical and horizontal lines.



You can use the Remove Noise filter to remove hot image pixels caused by digital cameras with malfunctioning CCD array sensors, or the extra pixels caused by a dusty scanner or camera lens.

Resizing an image

You can resize an image by adjusting its dimensions in pixels, percentage, or actual/print size. While resizing, you can also choose an aspect ratio and a resampling filter to adjust the resized image's appearance. You can save your options as a preset for future use.

To resize an image:

1. In Edit Mode, on the Edit Panel, click **Resize**.
2. Select one of the following resize options:
 - **Pixels**: resizes the image to specific dimensions in pixels.
 - **Percent**: resizes the image to a percentage of the original.
 - **Actual/Print size in**: resizes the image to match a specific output size. Click the drop-down list to specify a unit of measurement.
3. If you want to maintain a specific width to height ratio, select the **Preserve aspect ratio** check box, and select one of the following options from the drop-down list:
 - **Original**: maintains the original image's width to height ratio.
 - **1 x 1**: forces the width and height to be equal.
 - **2 x 3**: forces a width to height ratio of 2:3.
 - **3 x 2**: forces a width to height ratio of 3:2.
 - **3 x 5**: forces a width to height ratio of 3:5.
 - **5 x 3**: forces a width to height ratio of 5:3.
 - **Custom**: applies a custom ratio. Enter a width to height ratio in the Custom Aspect Ratio dialog box.
4. Select a resample filter from the **Filter** drop-down list. For an explanation and description of each filter, see “About resampling filters” on page 101.
5. Under the resize option you selected in step #2, type the image's new dimensions into the **Width** and **Height** spin boxes. If you selected **Actual/Print size in**, click the **Resolution** drop-down list and select a resolution (in dots per inch) for your output image.
6. To estimate the size of the output image, click the **Estimate new file size** button.
7. Do one of the following:
 - Click **Done** to apply your changes and close the Resize tool.
 - Click **Cancel** to discard all changes and close the tool.

Resizing tips

Maintain image quality by reducing images only by 33%, 50%, or 66%. Other percentages can distort the aspect ratio.

Avoid resizing an image repeatedly. Each resizing places image pixels using a slightly different orientation. As a result, multiple resizes can change the overall color and appearance of the image. If your first resize attempt does not produce the desired result, click the **Undo** button rather than try to resize the image again.

Avoid increasing the size of an image. Increasing image size makes the image's pixels more apparent, causing a grainy effect.

About resampling filters

You can use resampling filters to enhance the appearance of resized or printed images. For example, some filters add a blurring or smoothing effect to an image, while others enhance the hard edges between different image areas.

Because each filter's effect is subjective, it is recommended that you experiment with them to produce the desired result.

Resampling filters

Bell	Smoothes the image.
Bicubic	Produces good results with photo-realistic images and with images that are irregular or complex. Uses interpolation to minimize the raggedness normally associated with image expansion.
Box	Displays considerable tiling or jaggies when you resize an image.
B-spline	Produces smooth transitions, but may cause excessive blurring.
Lanczos	Produces the sharpest images, but may also introduce some ringing artifacts. Use the Edit Mode's sharpening tools to smooth fuzzy images produced using Lanczos.
Mitchell	Produces smooth transitions when enlarging photo-realistic images. This filter is good compromise between the ringing effect of Lanczos and the blurring effect of other filters. Use the Edit Mode's sharpening tools to smooth fuzzy images produced using Mitchell.
Triangle	Produces good results for image reduction and enlargement, but displays sharp transition lines.

Cropping an image

You can use the Crop tool to remove unwanted parts of your images, or to reduce the image canvas to a particular size. You can save your options as a preset for future use.

To crop an image:

1. In Edit Mode, on the Edit Panel, click **Crop**.
2. Resize the crop window, and position it over the area of the image you want to keep.
3. To darken the parts of the image outside the crop window, drag the **Darken outside crop area** slider to the left. Drag the slider to the right to lighten the area outside the crop window.
4. To estimate the size of the output image, click the **Estimate new file size** button.
5. Do one of the following:
 - Double-click the crop window to crop the image and close the Crop tool.
 - Click **Done** to crop the image and close the tool.
 - Click **Cancel** to exit the tool without cropping the image.

Resizing the crop window

You can resize the crop window in three ways: drag the edges of the crop window to the desired size, specify an exact size for the crop window in pixels, inches, centimeters, or millimeters, or apply a ratio to constrain the crop window proportions.

To resize the crop window by dragging:

1. Position your mouse cursor over the edge or corner of the crop window until it changes into a double-pointed arrow.
2. Drag the crop window's border to the desired size.

To specify an exact size for the crop window:

1. In the **Units** drop-down list, select a unit of measurement.
2. Use the **Dots per inch** spin box to specify a resolution.
3. Type the desired crop window proportions into the **Width** and **Height** spin boxes.

To constrain the crop window to a ratio:

1. Select the **Constrain cropping proportion** check box.
2. Select a ratio from the drop-down list and select or clear the **Landscape** check box to toggle the crop window between landscape and portrait orientation.
3. Do one of the following:
 - Position your mouse cursor over the edge of the crop window until it changes into a double-pointed arrow, and then drag the edge of the crop window to the desired size.
 - Use the **Width** or **Height** spin box to specify a dimension for one side of the crop window. ACDSee automatically resizes the other dimension based on the ratio you selected.

Rotating and flipping an image

You can use the Edit Mode's Rotate and Flip tools to reorient your images horizontally, vertically, or at any angle you choose. You can save your settings as a preset for future use.

Rotating an image

You can rotate your image in 90-degree increments, or you can specify a custom angle of rotation in degrees.

To rotate an image:

1. On the Edit Panel, click **Rotate**, and then select the **Rotate** tab.
2. Select the amount of rotation you want to apply.
3. If you selected **Custom Angle**, do one of the following:
 - In the Custom angle rotation area, specify an **Angle** and **Background** color.
 - In the Custom angle rotation area, click the **Horizontal** or **Vertical** button and use the mouse pointer to draw a line on the image that you want set as horizontal or vertical.
4. Do one of the following:
 - Click **Apply** to apply your changes and set options on another tab in the Rotate/Flip tool.
 - Click **Done** to apply your changes and close the tool.
 - Click **Cancel** to discard all changes and close the tool.

Flipping an image

You can flip an image vertically, horizontally, or both.

To flip an image:

1. In Edit Mode, on the Edit Panel, click **Rotate**.
2. On the Flip tab, do one or both of the following:
 - Select the **Horizontal Flip** check box.
 - Select the **Vertical Flip** check box.
3. Do one of the following:
 - Click **Apply** to apply your changes and set options on another tab in the Rotate/Flip tool.
 - Click **Done** to apply your changes and close the tool.
 - Click **Cancel** to discard all changes and close the tool.

Applying special effects filters

ACDSee includes a number of special effects filters that you can use to add unique effects to an entire image or to a selected image area. You can enhance dull images by adding sunspots and wind effects, transform a regular photo into an oil painting, and much more.

The following section explains how to apply each of the special effects filters, and includes some examples of filtered images.

Applying a Bathroom Window effect

The Bathroom Window effect divides your images into bars, transforming them so they resemble the view through privacy glass often found in bathrooms. You can select or change the Bathroom Window options to apply this effect to your image, and save your options as a preset value for use at another time.

To use the Bathroom Window effect:

1. On the Edit Panel, click **Effects**, and then double-click **Bathroom Window**.
2. In the Bathroom Window dialog box, in the Bar direction area, select one of the following to specify the orientation of the bars in your image:
 - **Vertical**
 - **Horizontal**

3. Drag the **Bar width** slider to set the thickness of the bars. Thinner bars result in a more distorted image.
4. Do one of the following:
 - Click **Done** to apply your changes and close the Bathroom Window tab.
 - Click **Cancel** to discard all changes and close the tab.

Applying a Blinds effect

You can use the Blinds effect to divide your image into bars that look like Venetian or vertical window blinds. You can select or change the Blinds options to add blinds to your image, and save your options as a preset value for use at another time.

To use the Blinds effect:

1. On the Edit Panel, click **Effects**, and then double-click **Blinds**.
2. On the Blinds tab, set the options as described below.
3. Do one of the following:
 - Click **Done** to apply your changes and close the Blinds tab.
 - Click **Cancel** to discard all changes and close the tab.

Blinds options

Blind width	Specifies the width of the blinds. Type a number from 1 to 1000 or drag the slider to adjust the width of each blind. As the value increases, the width of the blind also increases.
Blind opacity	Specifies the opacity of the blinds. Type a number from 1 to 99 or drag the slider to adjust the opacity of the blinds. The higher the opacity, the more the image is obscured.
Angle	Specifies the angle of the blinds. Type a number from 1 to 360 or drag the arrow to adjust the angle.
Blind color	Specifies the color of the blinds.

Applying a Bulge effect

You can use the Bulge effect to stretch or shrink areas of your images horizontally and vertically. You can set the radius and position of the distortion, and save the options as a preset value for use at another time.

To use the Bulge and Shrink effect:

1. On the Edit Panel, click **Effects**, and then double-click **Bulge**.
2. On the Bulge tab, set the options as described below.
3. Do one of the following:
 - Click **Done** to apply your changes and close the Bulge tab.
 - Click **Cancel** to discard all changes and close the tab.

Bulge options

Horizontal position	Specifies the center of the distortion along the horizontal axis. A lower value moves the distortion towards the left side of the image, while a higher value moves it towards the right side of the image.
Vertical position	Specifies the center of the distortion along the vertical axis. A lower value moves the distortion towards the bottom of the image, while a higher value moves it towards the top of the image.
Radius	Specifies the radius of the distorted area. A lower value decreases the radius of the distortion, while a higher value increases the radius of the distortion.
Strength	Specifies the strength of the distortion. A negative value shrinks the center of the distortion, while a higher value bulges the distortion.
Background color	Specifies the background color for the filtered image. Select the Image check box to use the original image color, or click the color picker to select a different color.
Bulge direction	Specifies the direction of the distortion. Select one or both of the following options: <ul style="list-style-type: none"> • Horizontal: moves the distortion horizontally. • Vertical: moves the distortion vertically.

Applying a Colored Edges effect

You can use the Colored Edges effect to trace the lines and details of people or objects in your images. You can save your options as a preset value for future use.

To use the Colored Edges effect:

1. On the Edit Panel, click **Effects**, and then double-click **Colored Edges**.
2. On the Colored Edges tab, set the options as described below.
3. Do one of the following:
 - Click **Done** to apply your changes and close the Colored Edges tab.
 - Click **Cancel** to discard all changes and close the tab.

Colored Edges options

Intensity	Specifies the amount of color added to the edges within the image. The higher the setting, the thicker the color that is applied to the image.
Edge color	Specifies the color of the edges.
Edge detection	Specifies the edge detection method.
Blurring	Blurs the edges in the image. Select the Use blurring check box and select a blur setting to determine how much blur is applied to the edges.

Applying a Contours effect

You can use the Contours effect to draw contour lines on your image that create a cartoon effect. You can select or change the Contours options to apply the effect to your image, and save your options as a preset value for use at another time.

To use the Contours effect:

1. On the Edit Panel, click **Effects**, and then double-click **Contours**.
2. On the Contours tab, set the options as described below.
3. Do one of the following:
 - Click **Done** to apply your changes and close the Contours tab.
 - Click **Cancel** to discard all changes and close the tab.

Contours options

Rounding	Specifies the amount of curve in the contour lines. The higher the value, the rounder the lines.
Line frequency	Specifies the amount of space between the contour lines. The higher the value, the closer the lines move together.
Line strength	Specifies the strength of the line. The higher the value, the darker the line.
Line color	Specifies the color of the contour lines.

Applying a Crosshatch effect

You can use the Crosshatch effect to add crosshatching to an image.

To use the Crosshatch effect:

On the Edit Panel, click **Effects**, and then double click **Crosshatch**.

Applying a Dauber effect

You can use the Dauber effect to make your images look like they were painted with a paint dauber. You can select or change the Dauber options to apply the effect to your image, and save your options as a preset value for use at another time.

To use the Dauber effect:

1. On the Edit Panel, click **Effects**, and then double-click **Dauber**.
2. On the Dauber tab, set the options as described below.
3. Do one of the following:
 - Click **Done** to apply your changes and close the Dauber tab.
 - Click **Cancel** to discard all changes and close the tab.

Dauber options

Intensity	Specifies the amount of color applied with each daub.
Frequency	Specifies the number of daubs added to the image.
Background color	Specifies the background color of the filtered image. Select the Image check box to use the original image colors or click the color picker to select a different color.
Random Seed	Indicates the random placement of the paint daubs. When you apply the Dauber effect to an image, ACDSee places the daubs randomly. This makes the paint daubs different every time you apply the filter. You can define a specific random seed to generate identical daubs. To generate a new random seed, click Random Seed .

Applying an Edge Detect effect

You can use the Edge Detect effect to create a highlighted outline of your image. After creating a black image, the effect uses colored lines to outline the detail of an image where significant color differences exist. Greater differences between colors in the original image produce brighter outline colors.

To use the Edge Detect effect:

On the Edit Panel, click **Effects**, and then double click **Edge Detect**.

Applying an Emboss effect

You can use the Emboss effect to add a grayscale relief to an image. You can save your options as a preset for future use.

To emboss an image:

1. On the Edit Panel, click **Effects**, and then double-click **Emboss**.
2. In the Emboss dialog box, set the options as described below.
3. Do one of the following:
 - Click **Done** to accept your changes and close the Emboss tab.
 - Click **Cancel** to discard your changes and close the tab.

Emboss options

Elevation	Specifies the light source's elevation on the image. Lower values produce more shadows and a darker image. Higher values produce fewer shadows and a lighter image.
Weight	Specifies the amount of relief added to the image. Higher values increase the relief depth.
Azimuth	Specifies the angle of shadows that extend from the edges of image details. A value of 0 adds shadows to the left side, while a value of 180 adds shadows to the right side.

Applying a Furry Edges effect

You can use the Furry Edges effect to add fur and bristles to the lines and details of people or objects in your images. You can save your options as a preset value for future use.

To use the Furry Edges effect:

1. On the Edit Panel, click **Effects**, and then double-click **Furry Edges**.
2. On the Furry Edges tab, set the options as described below.
3. Do one of the following:
 - Click **Done** to accept your changes and close the Furry Edges tab.
 - Click **Cancel** to discard your changes and close the tab.

Furry Edges options

Frequency	Specifies how much fur is added to the image. The higher the setting, the more dense the fur that is applied to the image.
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Furry Edges options

Threshold	Specifies how sharp an edge must be before fur is applied to it. As the value decreases, the area of the image that fur is added to increases.
Fur length	Specifies the length of each strand of fur. As the value increases, the length of each fur strand also increases.
Variance	Specifies how much of the fur grows in the direction indicated by the Hair direction setting. The higher the value, the more random the fur direction will be.
Hair direction	Specifies the general direction in which fur will appear to grow.
Edge detection	Specifies the edge detection method.
Background color	Specifies the background color of the filtered image. Select the Image check box to use the original image colors, or click the color picker to select a different color.
Fur color	Specifies the color of the fur. Select the Image check box to use the original image colors, or click the color picker to select a different color.
Random Seed	<p>Indicates the random placement of the fur strands.</p> <p>When you apply the Furry Edges effect to an image, ACDSee places the fur randomly. This makes the fur strands different every time you apply the filter. You can define a specific random seed to generate identical fur patterns.</p> <p>To generate a new random seed, click Random Seed.</p>

Applying a Mirror effect

You can use the Mirror effect to reflect an image along the horizontal or vertical axis. You can select or change the Mirror options to apply mirroring to your image, and save your options as a preset value for use at another time.

To apply a Mirror effect:

1. On the Edit Panel, click **Effects**, and then double-click **Mirror**.
2. On the Mirror tab, in the Mirror direction area, select one of the following options to indicate which direction you want to mirror the image:
 - **Horizontal**
 - **Vertical**
3. Drag the **Mirror axis** slider to adjust the position of the mirror. A value of 500 places the mirror in the center of the image.

4. Do one of the following:
 - Click **Done** to apply your changes and close the Mirror tab.
 - Click **Cancel** to discard your changes and close the tab.

Applying a Negative effect

You can use the Negative effect to create a negative of your image. You can also apply the Negative filter to a negative scanned from a roll of film to produce a positive image.

To create an image negative:

On the Edit Panel, click **Effects**, and then double-click **Negative**.

Applying an Oil Paint effect

You can use the Oil Paint effect to give your images a painted appearance. You can save your options as a preset for future use.

To create an oil painting from an image:

1. On the Edit Panel, click **Effects**, and then double-click **Oil Paint**.
2. On the Oil Paint tab, drag the **Brush width** slider to specify the width of the brush strokes in the effect. The higher the value, the wider the brush stroke.
3. Drag the **Variance** slider to specify the color variance in each brush stroke. Higher values increase the number of colors used in each stroke.
4. Drag the **Vibrance** slider to adjust the intensity of the colors in the image.
5. Do one of the following:
 - Click **Done** to apply your changes and close the Oil Paint tab.
 - Click **Cancel** to discard your changes and close the tab.

Applying a Pencil Drawing effect

You can use the Pencil Drawing effect to create a pencil drawing from your images.

To create a Pencil Drawing effect:

On the Edit Panel, click **Effects**, and then double click **Pencil Drawing**.

Applying a Pixel Explosion effect

You can use the Pixel Explosion effect to explode pixels from a center point in your images. You can select or change the Pixel Explosion options to apply this effect to your image, and save your options as a preset value for use at another time.

To use the Pixel Explosion effect:

1. On the Edit Panel, click **Effects**, and then double-click **Pixel Explosion**.
2. On the Pixel Explosion tab, set the options as described below.
3. Do one of the following:
 - Click **Done** to accept your changes and close the Pixel Explosion tab.
 - Click **Cancel** to discard your changes and close the tab.

Pixel Explosion options

Horizontal center	Specifies the center point of the explosion on the horizontal axis. A value of 500 places the explosion at the middle of the image.
Vertical center	Specifies the center point of the explosion on the vertical axis. A value of 500 places the explosion at the middle of the image.
Intensity	Specifies the intensity of the explosion. A higher value creates a larger, more brilliant spread of the pixels in the image.
Explosion direction	Specifies the direction of the explosion. Select one or both of the following: <ul style="list-style-type: none"> • Explode horizontally: explodes the pixels towards the top and bottom of the image. • Explode vertically: explodes the pixels towards the right and left sides of the image.
Random Seed	Indicates the random placement of the pixels. When you apply the Pixel Explosion effect to an image, ACDSee places the pixels randomly. This makes the pixels different every time you apply the filter. You can define a specific random seed to generate identical pixel patterns. To generate a new random seed, click Random Seed .

Applying a Pixelate effect

A pixel is the smallest piece of a digital image, arranged in rows and columns. When you reduce the resolution of your image, the size of the pixel increases and produces blurring. You can use the Pixelate effect to increase the size of the pixels in your image, and save your options as a preset value for future use.

To use the Pixelate effect:

1. On the Edit Panel, click **Effects**, and then double-click **Pixelate**.
2. On the Pixelate tab, drag the **Width** and **Height** sliders to set the size of the pixels in your image. Select the **Square** check box to make the width and height equal.
3. Do one of the following:
 - Click **Done** to accept your changes and close the Pixelate tab.
 - Click **Cancel** to discard your changes and close the tab.

Applying a Posterize effect

You can use the Posterize effect to reduce the number of brightness levels in your image. You can select or change the Posterize options to apply this effect to your image, and save your options as a preset value for use at another time.

To use the Posterize effect:

1. On the Edit Panel, click **Effects**, and then double-click **Posterize**.
2. On the Posterize tab, drag the **Brightness levels** slider to adjust the variance of colors in the image. The lower the value, the fewer colors used in the image.
3. Do one of the following:
 - Click **Done** to accept your changes and close the Posterize tab.
 - Click **Cancel** to discard your changes and close the tab.

Applying a Ripple effect

You can use the Ripple effect to divide your images into concentric circles that resembles what you see when you drop a pebble into water. You can select or change the Ripple options to apply ripples to your image, and save your options as a preset value for use at another time.

To use the Ripple effect:

1. On the Edit Panel, click **Effects**, and then double-click **Ripple**.
2. On the Ripple tab, set the options as described below.
3. Do one of the following:
 - Click **Done** to accept your changes and close the Ripple tab.
 - Click **Cancel** to discard your changes and close the tab.

Ripple options

Horizontal position	Specifies the center of the ripples on the horizontal axis. A value of 500 places the ripples in the middle of the image.
Vertical position	Specifies the center of the ripples on the vertical axis. A value of 500 places the ripples in the middle of the image.
Amplitude	Specifies the depth and height of each ripple.
Wavelength	Specifies the amount of space between ripples.
Light strength	Specifies the amount of light contrast between the top and bottom of each ripple.
Background color	Specifies the background color of the filtered image. Select the Image check box to use the original image colors, or click the color picker to select a different color.
Ripple direction	Specifies the direction of the ripples. Select one or both of the following: <ul style="list-style-type: none"> • Ripple vertically: makes the ripples move towards the top and bottom of the image. • Ripple horizontally: makes the ripples move towards the right and left sides of the image.

Applying a Scattered Tiles effect

You can use the Scattered Tiles effect to divide your images into rectangular tiles, and scatter and stack the tiles. You can select or change the Scattered Tiles options to apply this effect to your image, and save your options as a preset value for use at another time.

To use the Scattered Tiles effect:

1. On the Edit Panel, click **Effects**, and then double-click **Scattered Tiles**.
2. On the Scattered Tiles tab, set the options as described below.
3. Do one of the following:
 - Click **Done** to accept your changes and close the Scattered Tiles tab.
 - Click **Cancel** to discard your changes and close the tab.

Scattered Tiles options

Tile size	Specifies the size of the tiles.
Scatter amount	Specifies how much the tiles will move from their original positions.
Background color	Specifies the color of the background. Click the color picker to select a different color.

Scattered Tiles options

Random Seed	Indicates the random placement of the tiles. When you apply the Scattered Tiles effect to an image, ACDSee places the tiles randomly. This makes the effect different every time you apply the filter. You can define a specific random seed to generate identical tile patterns. To generate a new random seed, click Random Seed .
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Applying a Sepia effect

You can use the Sepia effect to give your images an antique look.

To add a sepia color to an image:

On the Edit Panel, click **Effects**, and then double click **Sepia**.

Applying a Sheet Metal effect

You can use the Sheet Metal effect to turn your images into sheet metal impressions. You can save your options as a preset value for future use.

To use the Sheet Metal effect:

1. On the Edit Panel, click **Effects**, and then double-click **Sheet Metal**.
2. On the Sheet Metal tab, set the options as described below.
3. Do one of the following:
 - Click **Done** to accept your changes and close the Sheet Metal tab.
 - Click **Cancel** to discard your changes and close the tab.

Sheet Metal options

Rounding	Specifies the amount of curve in the edges of the impressions.
Detail	Specifies the amount of detail in the impression.
Angle	Specifies the angle of the grain in the sheet metal.
Metal color	Specifies the color of the sheet metal.
Direction	Specifies the direction in which the sheet metal was manipulated. Select one of the following: <ul style="list-style-type: none"> • Indented: stamps the metal from the top side of the image. • Pushed out: stamps the metal from underneath the image.

Applying a Shift effect

You can use the Shift effect to divide your images into bars and shift them in random directions. You can save your options as a preset value for future use.

To use the Shift effect:

1. On the Edit Panel, click **Effects**, and then double-click **Shift**.
2. On the Shift tab, set the options as described below.
3. Do one of the following:
 - Click **Done** to accept your changes and close the Shift tab.
 - Click **Cancel** to discard your changes and close the tab.

Shift options

Strength	Specifies the amount of shift between the bars.
Width	Specifies the width of each bar.
Angle	Specifies the angle of the bars.
Background color	Specifies the background color of the filtered image. Select the Image check box to use the original image colors, or click the color picker to select a different color.

Applying a Solarize effect

You can use the Solarize effect to overexpose your images. You can select or change the Solarize options to apply this effect to your image, and save your options as a preset value for use at another time.

To use the Solarize effect:

1. On the Edit Panel, click **Effects**, and then double-click **Solarize**.
2. On the Solarize tab, drag the **Threshold** slider to specify the brightness threshold of the image.
3. In the Effect area, specify which pixels you want to adjust by selecting one of the following options:
 - **Solarize**: adjusts pixels located above the specified threshold option. The effect takes any pixels above the threshold and replaces them with their negative value. When you solarize an image, a higher threshold value sets a brighter threshold, and colors need to be brighter to be overexposed.

- **Lunarize:** adjusts pixels located below the specified threshold option. The effect takes any pixels below the threshold and replaces them with their negative value. When you lunarize an image, a higher threshold value sets a darker threshold, and colors do not have to be as bright to be overexposed.

4. Do one of the following:
 - Click **Done** to accept your changes and close the Solarize tab.
 - Click **Cancel** to discard your changes and close the tab.

Applying a Sunspot effect

You can use the Sunspot effect to add a bright spot in your images. You can save your options as a preset value for future use.

To use the Sunspot effect:

1. On the Edit Panel, click **Effects**, and then double-click **Sunspot**.
2. On the Sunspot tab, drag the **Horizontal** and **Vertical** sliders or click the image to set the location of the sunspot.
3. Drag the **Brightness** slider to set the intensity of the sunspot.
4. Do one of the following:
 - Click **Done** to accept your changes and close the Sunspot tab.
 - Click **Cancel** to discard your changes and close the tab.

Applying a Swirl effect

You can use the Swirl effect to rotate and stretch people and objects in your images. You can save your options as a preset value for future use.

To use the Swirl effect:

1. On the Edit Panel, click **Effects**, and then double-click **Swirl**.
2. On the Swirl tab, set the options as described below.
3. Do one of the following:
 - Click **Done** to accept your changes and close the Swirl tab.
 - Click **Cancel** to discard your changes and close the tab.

Swirl options

Horizontal position	Specifies the center of the swirl on the horizontal axis. A value of 500 places the swirl in the middle of the image.
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Swirl options

Vertical position	Specifies the center of the swirl on the vertical axis. A value of 500 places the swirl in the middle of the image.
Radius	Specifies the size of the swirl effect.
Strength	Specifies the strength and direction of the swirl. Higher values create a clockwise swirl, while negative values create a counter-clockwise swirl.
Focus	Specifies the concentration of the swirl. Higher values concentrate the effect on the center of the swirl, while lower values spread the swirl across the image.
Background color	Specifies the background color of the filtered image. Select the Image check box to use the original image colors, or click the color picker to select a different color.
Swirl direction	<p>Specifies the direction of the swirl. Select one or both of the following:</p> <ul style="list-style-type: none"> • Swirl horizontally: moves the swirl towards the top and bottom of the image. • Swirl vertically: moves the swirl towards the right and left sides of the image.

Applying a Topographic Map effect

You can use the Topographic Map effect to change the details of your images into contour lines. You can save your options as a preset value for future use.

To use the Topographic Map effect:

1. On the Edit Panel, click **Effects**, and then double-click **Topographic Map**.
2. On the Topographic Map tab, drag the **Rounding** slider to adjust the amount of curve in the counter lines.
3. Drag the **Number of lines** slider to specify how many contour lines you want to add.
4. Do one of the following:
 - Click **Done** to accept your changes and close the Topographic Map tab.
 - Click **Cancel** to discard your changes and close the tab.

Applying a Wind effect

You can use the Wind effect to add wind lines that make stationary objects in your image look like they are moving. You can select or change the Wind options to add wind to your image, and save your options as a preset value for future use.

To use the Wind effect:

1. On the Edit Panel, click **Effects**, and then double-click **Wind**.
2. On the Wind tab, select or change the options described below.
3. Do one of the following:
 - Click **Done** to apply your changes and close the Wind tab.
 - Click **Cancel** to discard your changes and close the tab.

Wind options

Strength	Determines how strong the wind lines are in the image. The higher the value, the stronger the wind lines.
Threshold	Determines how sharp an edge must be before the filter will apply wind. The higher the value, the sharper the edge needs to be.
Chance of Wind	Determines the amount of wind lines to place in the image.
Edge detection	Specifies the method used to detect the edges of subjects in the image.
Background color	Specifies the background color. Select the Image check box to use the original image colors, or click the color picker to select a different color.
Wind color	Specifies the color of the wind lines. Select the Image check box to use the original image colors, or click the color picker to select a different color.
Wind angle	Specifies the angle of the wind lines.
Random Seed	Indicates the random placement of the wind lines. When you apply the Wind effect to an image, ACDSee places the wind lines randomly. This makes the wind lines different every time you apply the filter. You can define a specific random seed to generate identical wind lines. To generate a new random seed, click Random Seed .

Creating a custom effect filter

You can use the User Defined Convolution filter to create your own special effects. You can apply your custom made effect to your image and save your options as a preset value for future use.

To create a custom effect filter:

1. On the Edit Panel, click **Effects**, and then double-click **User Defined Convolution**.
2. On the User Defined Convolution tab, set the options as described below.
3. Do one of the following:
 - Click **Done** to accept your changes and close the User Defined Convolution tab.
 - Click **Cancel** to discard your changes and close the tab.

User Defined Convolution options

Convolution matrix	Specifies the formula to use when altering the image. Type numbers in the matrix fields to change the pixels in the image. Using a mathematical formula, the color value of each pixel in an image is multiplied by the numbers in the matrix to produce an effect.
Division factor	Specifies the fractional coefficient of the matrix. Type a number into the Division factor field to use fractional coefficients in the matrix. The product of the convolution matrix is divided by the division factor before being applied to a pixel.
Bias	Specifies the brightness of the image. Type a number into the Bias field to change the brightness of the image. The bias number is added to the RGB values of each pixel. A positive number brightens the image, while a negative number darkens the image.
Clear matrix	Resets the matrix.
Sample filters	Loads a sample effect to use as a starting point for creating your own effect.



ORGANIZING AND MANAGING

In addition to its browsing, viewing, and editing capabilities, ACDSee features integrated management tools you can use to better organize and sort your images and media files. These tools include batch functions, category and rating systems, and a powerful database to hold all of your important image information.

You can use ACDSee's batch operations to rename, resize, rotate, add EXIF information, and adjust the exposure of a single image, a group of images, or the contents of an entire folder all at once. With the category and rating systems, you can create a virtual folder structure, and find related images and media files with a single click, or instantly locate all of the images you have stored on your hard drive.

ACDSee displays file properties and image information in an easily accessible Properties pane that you can use to directly add and edit file information, including metadata and database content. You can add an author, description, notes, and keywords to your files, and adjust the category and rating assignments at the same time.

The following sections describe how to use ACDSee's management tools to organize your images and media files, and how to manage and maintain your database information.

About the ACDSee database

The ACDSee database stores image and media file information while you browse your folders. The database increases the speed with which you can browse your computer, and you can use the information stored in the database to sort, organize, search, and filter your images and media files. You can also backup, restore, and share database information.

You can add and edit the following information for each image or media file on your computer, and store it in the database:

- Cached thumbnail previews
- Categories
- Notes
- Keywords
- Authors
- Dates
- Ratings
- Captions

You can also choose to exclude folders from the database, and keep the contents separate from your other images and media files.



Copying, moving, or renaming your files using other programs, such as Windows Explorer, causes the loss of database information.

Using the Properties pane

The Properties pane displays the database information associated with your files. It also displays file properties, such as file size, creation date, and read-only or hidden status, and EXIF metadata. You can use the Properties pane to add, change, or delete database information, and edit the metadata for image and media files.

To open the Properties pane:

In the Browser or Viewer, click **View | Properties**.

The Properties pane is located by default on the right side of your screen in both the Browser and the Viewer.

Properties pane areas

Depending on the type of file or folder you have selected, the Properties pane contains up to three tabs: Database, File, and EXIF.

Database tab

The Database tab displays the database information associated with the currently selected file or folder. You can edit any of the fields on the Database tab to add or change the database information.

Database tab fields

Caption	Type a brief description of the file to store in the database.
Date/Time	Specify the date and time you want to associate with the file and store in the database. Click the Date/Time drop-down list to locate and save a date from a calendar.
Author	Type the name of the author or photographer that you want to store with the file in the database.
Rating	Select a rating from 1 to 5 to apply to the file, or click X to remove the current rating. You can use the rating to sort and search for files in the database. For more information about assigning and using ratings, see “Classifying files” on page 127.
Notes	Type any descriptive or additional text you want to store with the file in the database. You can add up to 4,095 characters of free-form text.
Keywords	Type any keywords you want to associate with the file, or click the Keyword Picker button to choose from the Master Keyword List. Separate multiple keywords with a comma. For more information about using keywords, see “Creating and managing keywords” on page 124.

Database tab fields

Organize	Select the check box next to any category or categories to which you want to assign the file. To create a new category, right-click the Categories field and select New Category . For more information about creating and managing categories, see “Managing categories” on page 127.
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File tab

The File tab displays detailed file information and image attributes for a selected file or files. You can set or change the Read-Only and Hidden properties of a file or folder, and view a summary of any EXIF information contained in a file.

Select or clear the **Read only** or **Hidden** check boxes to toggle the read-only and hidden status for the file or folder.

You can also click the **Located in** link to open the file or folder’s parent folder in the File List pane.

EXIF tab

The EXIF tab displays EXIF metadata information that is stored with an image created by a scanner or digital camera. Metadata is embedded in the file, and can be retained by ACDSee when you edit an image. You can edit any tag marked in the Properties pane with a pencil icon.

To edit metadata:

Double-click the metadata tag you want to edit.

You can add metadata to an image or a group of images with the Batch Set EXIF Information tool. For more information, see “Adding EXIF information” on page 152.

Creating and managing keywords

In ACDSee you can create a master list of keywords and store the list in the database. By using a master list, you can reduce the number of duplicate or misspelled keywords, and improve your search returns and image management. The database automatically updates the keywords assigned to files with any changes you make to the keywords in the master list.

To create and maintain the master keyword list:

1. In the Properties pane, click the **Keyword Picker** button beside the **Keywords** field.
2. In the Keyword Picker dialog box, click **Edit List**.

3. In the Keyword List Configuration dialog box, do one of the following:
 - To create a new keyword, type a new keyword into the **New Keyword** field, and then click **Add**.
 - To delete a keyword, select a keyword in the **Keyword List** field, and then click **Remove**.
 - To rename a keyword, select a keyword in the **Keyword List** field. Click **Rename**, type a new name for the keyword, and press **ENTER**.
4. To assign keywords to your files, select one or more keywords in the **Available Keywords** list and click **Assign**.
5. To remove a keyword from your files, select a keyword in the **Assigned Keywords** list and then click **Remove**.
6. When you are satisfied with your changes, click **OK** to close the Keyword Picker dialog box.

Using the Organize pane

The Organize pane displays a list of categories, ratings, and other classification tools to which you can assign your images and media files. You can use the classifications to organize your images and media files without moving them from folder to folder — categories and ratings work independently of file location.

To view organized files:

Select one or more categories, ratings, or other classifications. Files assigned to those classifications are displayed in the File List pane.

The Contents bar at the top of the File List pane displays your currently selected categories or classifications. You can browse through specific classifications within specific folders using the Selective Browsing pane. For more information about selective browsing, see “Using selective browsing” on page 161.

Selecting multiple organize methods

Easy-Select bars are vertical columns of check boxes on the left side of the Folders and Organize panes. You can use the Easy-Select bars to select multiple categories or classifications, and display their contents in the File List pane.

To use the Easy-Select bar:

In the Organize pane, select the check box to the left of each classification with contents you want to display.

Organize pane classifications

The Organize pane contains four classification areas: Categories, Disc Creation, Ratings, and Special Items. For more information about assigning files to categories and ratings, see “Classifying files” on page 127.

Categories

You can use categories to create groups of files without creating extra copies, or moving files into different folders. You can create new categories, rename or delete existing categories, and assign files to multiple categories.

Disc Creation

You can assign files from multiple locations to the Write Disc category in the Disc Creation area in preparation for recording a CD or DVD with the Create Disc Wizard. Using the Write Disc category saves you from having to move or copy all of your files into a separate location. For more information, see “Creating a CD or DVD” on page 170.

Ratings

You can assign a numerical rating from 1 to 5 to your images and files, and store the ratings in the database. Once you have assigned ratings, you can search, sort, and organize your files based on the ratings.

Special Items

You can use the two classifications in the Special Items area to quickly view all of your uncategorized images, or all of the images in your database. Select one of the following items:

- **Image Well:** displays all images cataloged in the ACDSee database. If you have a substantial image collection, it may take a few moments to gather all of the information.
- **Uncategorized:** displays any images cataloged in the database that have not been assigned to a category.



You can assign any type of file to a rating or category, but the two options in the Special Items area only apply to images.

Managing categories

You can use the Organize pane to create, rename, delete, and move your categories.

To create a category:

1. In the Organize pane, right-click a category and select **New Category**.
2. In the Create Category dialog box, select one of the following:
 - **Create a new, top-level category**
 - **Create a sub-category within the current selection**
3. Type a name for the new category in the **Name** field.
4. If you are creating a top-level category, select an icon from the **Icon** drop-down list. (Sub-categories automatically use the same icon as their parent category.)
5. Click **OK**.

To manage your categories:

In the Organize pane, select a category and do one of the following:

- To move the category, drag it to the new location.
- To rename a category, right-click it and select **Rename**.
- To delete a category, right-click the selected it and select **Delete**.

Classifying files

You can assign files to a rating, or one or more categories, without relocating the file.

To assign files to a category or rating:

1. In the File List pane, select the files you want to categorize.
2. Do one of the following:
 - Drag the selected files to a category or rating in the Organize pane.
 - Right-click one of the selected files, select **Set Categories**, and then click the category to which you want to assign the files.
 - Right-click one of the selected files, select **Set Rating**, and then click the rating to which you want to assign the files.

Removing files from classifications

You can remove a file from a category or rating without moving or deleting the original file, or affecting any other files assigned to that classification.

To remove files from a category or rating:

1. In the File List pane, select the files you want to remove.
2. Do one of the following:
 - Right-click a selected file, and then select **Set Rating | Clear Rating**.
 - Right-click a selected file, select **Set Categories**, and then select the name of the category from which you want to remove the file.
 - Right-click a category or rating in the Organize pane, and select **Remove Items**.

Customizing the Organize pane

You can customize the Organize pane to specify which confirmations you want to be prompted for while working with categories, and choose whether to show the Easy-Select bar.

To set the Organize pane options:

1. Click **Tools | Options**, and then select **Organize**.
2. On the *Organize* page, set or change the options as described below.
3. When you are satisfied with your changes, click **OK**.

Organize options

<i>Category deletion</i>	Confirm if category has assigned files	Prompts you for confirmation when deleting a category with assigned files.
	Confirm if category has sub-categories	Prompts you for confirmation when deleting a category containing sub-categories.
<i>File removal</i>	Confirm file removal from category	Prompts you for confirmation when unassigning files from a category.
<i>Easy-select</i>	Show Easy-Select	Displays an Easy-Select bar in the Organize pane, which you can use to select multiple categories, special items, and ratings.
	Enable Easy-Select tooltip	Displays a tool-tip when you place your mouse pointer over the Easy-Select bar.

Managing database information

With the ACDSee database, you can store information about your images and media files to help you better manage your file collection. The following sections explain how to manage and maintain your database information, and include instructions on adding, sharing, backing up, and optimizing your database.

To retain all of your database information and the proper association with your files, use ACDSee exclusively when managing your files. Copying, moving, or renaming your files using other programs, such as Windows Explorer, causes the loss of database information.

Setting database options

You can adjust settings in the ACDSee Options dialog box to display reminders, control database information, and specify a location on your hard drive where you want to store your database files and cached thumbnails.

Database options

Database location	Specifies the location to store the ACDSee database. Click the Browse button to locate a folder on your hard drive.
Display backup reminder	Automatically reminds you to back up your ACDSee database. Click the Every drop-down list and select how often you would like to be reminded.
Excluded Folders	Opens the Excluded Folders List dialog box, where you can specify which folders you want to exclude from the ACDSee database.
Set Database date	Automatically adds the last-modified date of files to the ACDSee database when you catalog the contents of a folder. Select one of the following to specify which date you want to store as the database date: <ul style="list-style-type: none">• Exif date• File modified date• Specific date
Import EXIF metadata	Automatically imports any Exif information into the ACDSee database whenever you catalog the contents of a folder.

Cataloging files

ACDSee automatically adds file information and thumbnails to the database as you browse. You can use the Catalog Files Wizard to add groups of files to the database without having to first browse the folders. This can be particularly useful when using ACDSee for the first time, and when browsing or managing large collections of images to reduce the loading time required for these folders.

The Catalog Files Wizard starts automatically the first time you run ACDSee. At this point, it is recommended that you catalog the contents of your My Pictures folder to create the ACDSee database.

To catalog your files:

1. Click **Database | Catalog Files**.
2. On the *Welcome* page, select which folders you want to catalog. Click **Next** when you are ready to continue.
3. If you chose to catalog specific folders, on the *Select folders to catalog* and *Add database information* pages, add the folders to catalog in the database, specify the information to add to the database, and customize the caption, notes, author, and date fields. Click **Next** when you are ready to catalog your files.

Adding EXIF information to the database

You can use ACDSee's Copy EXIF Information Wizard to copy EXIF information for selected files to and from the database. The wizard will guide you through the process of copying image EXIF information to populate the database, or database information to populate EXIF fields.

To copy EXIF information:

1. Select one or more files.
2. Click **Database | Copy EXIF Info**.
3. On the *Choose Copy Direction* page, select whether you want to copy the images' EXIF information and place it in the database, or copy the database information and use it to populate the images' EXIF fields. Click **Options** to control how the wizard handles default settings. Click **Next** when you are ready to continue.

4. On the *Choose Source and Destination Fields* page, select one field containing the data you would like to copy, and one field in which you would like to place the copied data. If you would like to overwrite any data that currently exists in the recipient field, select **Replace existing data**. If you would like to add the copied data to any data that currently exists in the recipient field, select **Append to existing data**. Click **Next** when you are ready to continue.

Rebuilding thumbnails

Situations can develop in which your images will be out of sync with the thumbnail images displayed in the File List pane. You can use the Rebuild Thumbnails tool to immediately regenerate the thumbnails for selected images.

To rebuild thumbnails:

1. Do one of the following:
 - Select one or more thumbnails in the File List pane.
 - Select a folder in the Folders pane.
2. Click **Database | Rebuild Thumbnails**.

Excluding folders from the database

You can choose to exclude folders from the database, and keep the contents separate from your other images and media files. By default, the Program Files and Windows folders on your hard drive are automatically excluded from the database.

To manage your excluded folders settings:

1. Click **Database | Excluded Folders Settings**.
2. In the Excluded Folders dialog box, do one of the following:
 - To exclude a folder from the database, click **Add**. Browse to a folder on your hard drive, and then click **OK**.
 - To remove a folder from the excluded folders list, select a folder in the list and then click **Remove**.
 - To reset your excluded folders list to the default settings, click **Reset to Defaults**.
3. When you are satisfied with your choices, click **Close** to return to ACDSee.

Converting an older ACDSee database

You can use the ACD Database Convert Wizard to take database information from previous versions of ACDSee or ACD mPower Tools and add it to your current database. This ensures that any information associated with your files using a previous version of ACDSee is referenced properly in the current database.



If you have already added information to your current ACDSee database, it is recommended that you create a backup of your database before converting an older ACDSee database. For more information, see “Backing up database information” on page 135.

To convert an older database:

1. Click **Database | Convert Database**.
2. On the *Welcome* page, click **Next** to select your conversion options.
3. On the *Database Convert Options* page, specify the version of the database file you want to convert, as well as its location on your hard drive. Click **Next** when you are ready to continue.
4. To automatically rebuild image thumbnails and EXIF information after the conversion process is complete, select the **Rebuild Thumbnails and EXIF data** check box.
5. To automatically update your database after converting, select the **Optimize database files** after convert check box.
6. Click **Next** when you are ready to continue.
7. On the *Summary* page, review your selections, and then click **Next** to convert your database.

Exporting database information

You can use the ACD Database Export Wizard to save selected database information in a compressed format, and then store it as a backup, or share it with other ACDSee users. You can also choose to export your category and keyword definitions to a text file.

Exporting your database information differs from creating a backup in that you can choose to export only the parts of your database that you want to share or store with specific files, such as those on a CD. Other ACDSee users can import your information without affecting their existing database.

To create a backup of your entire database, including image or media files, use the ACD Database Backup Wizard. For more information, see “Backing up database information” on page 135.

To use the ACD Database Export Wizard:

1. If you want to export your database information for a specific group of images or media files, select the files in the File List pane.
2. Click **Database | Export**, and then select **Database**.
3. On the *Welcome* page, click **Next** to begin using the wizard.
4. On the *Content and Format Options* page, specify how you want to export your database information by selecting one of the following options, and then click **Next**:
 - **Export entire ACDSee database to a read-only, compressed version**: exports the entire contents of your ACDSee database to a compressed version that can be shared with other ACDSee users.
 - **Export database information for selected items to a read-only, compressed version**: exports all of your database information for the images selected in the File List pane.
 - **Export database information to a text file**: exports the selected information to an XML-based text file. Select the check boxes next to the information you want to include.
5. On the *Location options* page, specify a location for the exported information, and a name for the text file, if necessary, and then click **Next**.
6. On the *Summary* page, review your choices. You can click **Back** to make changes, or click **Next** to begin exporting your database information.
7. Click **Finish** to close the wizard and return to ACDSee.

Importing database information

You can use the ACD Database Import Wizard to import archived database information, or to import database information that was sent to you with images and media files from another ACDSee user. After you import the information, ACDSee associates it with the appropriate files.

If you have already added information to your current ACDSee database, it is recommended that you create a backup of your database before converting an older ACDSee database. For more information, see “Backing up database information” on page 135.

To use the ACD Database Import Wizard:

1. Click **Database | Import**, and then select **Database**.
2. On the *Welcome* page, click **Next** to start the wizard.
3. On the *Import options* page, select the type of exported database information you want to import. You can import image information from a compressed database version, or information from an XML-based text file.
4. Click the **Browse** button to locate the database you want to import, and then click **OK**.
5. Select the **Optimize database files after import** check box to optimize the database after exiting the wizard, and then click **Next**.
6. On the *Summary* page, review your selections. Click **Back** to make changes, or click **Next** to begin importing the database information.
7. Click **Finish** to close the ACD Database Import Wizard.



If you are importing database information sent to you by another ACDSee user, ensure that the files to which the information applies are in an identical location and folder structure on your hard drive.

Importing file information from other sources

You can import file information into your database from other sources, including Photo Discs and files from previous versions of ACDSee.

Importing Photo Discs

Previous versions of ACDSee (versions 4.0 and 5.0) created separate database files with a .ddf file extension for Photo Discs. You can import the Photo Disc database files into your ACDSee database.

To import a Photo Disc:

1. Click **Database | Import**, and then select **Photo Disc**.
2. In the Browse for Photo Disc dialog box, locate and select the photo disc file you want to import.
3. Click **Open**.



To import the information from Photo Discs created with ACDSee 6.0 or later, you must convert and import the entire database. For more information, see “Converting an older ACDSee database” on page 132.

Importing albums

In previous versions of ACDSee, you could create albums in an .ais file format that consisted of organized shortcuts to your images. Now you can use categories to create albums of images that do not require a separate file extension. You can, however, import your albums from previous versions of ACDSee, and add the information from the albums to the database. ACDSee creates a new category for each album you import.

To import album information into the database:

1. Click **Database | Import**, and then select **Album**.
2. In the Open dialog box, select the .ais file you want to import.
3. Click **Open**.

Importing descript.ion files

In previous versions of ACDSee, file descriptions were stored in a separate descript.ion file in each folder that contained images. ACDSee now stores file descriptions as captions in the database, along with other file information such as notes and keywords.

You can use the Descript.ion tools to import your old descript.ion files and add the information to the database, or export your existing file captions to a descript.ion file.

To import a descript.ion file:

1. Click **Database | Import**, and then select **Descript.ion File**.
2. In the Open dialog box, locate and select the descript.ion file you want to import.
3. Click **Open**.

To export captions to a descript.ion file:

1. Click **Database | Export**, and then select **Descript.ion File**.
2. In the Save As dialog box, type a name for the descript.ion file in the **File name** field.
3. Click **Save**.

Backing up database information

You can use the ACD Database Backup Wizard to back up all of your database information, which you can then restore in the case of a system failure or other

event. You can also choose to backup your image, media, or archive files along with the relevant database information.

The Database Backup Wizard creates a series of files in a specified location that contain your entire database. The backup is generated using your folder structure and is unique to your computer. To back up portions of your database, or to share database information with another ACDSee user, use the ACD Database Export Wizard. For more information, see “Exporting database information” on page 132.

To back up your database information:

1. Click **Database | Back Up Database**.
2. On the *Welcome* page, select whether you would like to create a new backup, or append an existing backup. Click **Next** when you are ready to continue. If you choose to update an existing backup, please go to step #5.
3. On the *New Backup* page, select the information you would like to back up, as described below. Click **Next** when you are ready to continue.
4. On the *Backup Location* page, click **Browse** and specify a location for your backup, and type a name for the backup file. Click **Next** when you are ready to continue.
5. On the *Backup Summary* page, review your settings. If you chose to update an existing backup, click the **Backup to update** drop-down list and select the existing backup. Click **Next** when you are ready to continue.

Backup information options

Do not include thumbnails	Excludes thumbnails from the backup, saving a substantial amount of storage space on your disc or hard drive.
Include thumbnails for offline files	Includes only thumbnails for files that do not reside on your hard drive, such as PhotoDiscs.
Include thumbnails	Includes all thumbnails in the database. This will require more space on your hard drive or disc to store the backup.
Backup files of type	Backs up the specified file types with the database information. Select from the following file types: <ul style="list-style-type: none"> • Image: includes image files in the backup. • Media: includes audio and video files in the backup. • Archive: includes archive files in the backup.
All files of specified types on your local hard drives	Backs up all specified files on your hard drive.

Backup information options

All files of specified types on local and network hard drives	Backs up all specified files on your hard drive and network drives.
All files of specified types in a folder	Backs up all specified files in a specified folder. Click the Browse button and select the folder to back up.



If your disc burner uses packet software to format re-writable CDs and DVDs, ACDSee will not be able to burn your backup to a disc. Instead, ACDSee will recognize your burner as a hard drive, which you can select on the Backup Location page.

Restoring database information from a backup

You can use the ACD Database Restore Wizard to restore previously backed up database information. If you saved your backup to disc, and the backup spanned multiple discs, you can restore from any disc in the sequence. This can be particularly useful if a disc is lost or damaged but you would like to recover the remaining information.

To restore database information:

1. Click **Database | Restore Database**.
2. On the *Welcome* page, click **Next** to select the backup.
3. On the *Restore Options* page, select the backup and date from which you want to restore, or browse to the location of your backup and select a **.bkup** file. Click **Next** when you are ready to restore your database.



When restoring a backup from a series of discs or backup files, ACDSee will only restore the information included in and prior to the selected disc or backup file. Therefore, unless required, it is recommended that you select the last disc or file in the backup sequence.

Quarantining files

If ACDSee has trouble reading a corrupted or incomplete image or media file, or a file causes a plug-in to generate an error, ACDSee will quarantine that file. You can view a list of quarantined files, and remove a file from the list.

To view quarantined files:

1. Click **Database | Quarantined Files**.
2. To remove a file, select it in the list, and then click **Remove**.

3. To disable the Quarantine feature, clear the **Enable Quarantine** check box.
4. Click **OK** to close the Quarantine Files dialog box and return to ACDSee.

Maintaining the database

It is recommended that you regularly perform database maintenance and optimization to increase hard drive space, remove redundant or extraneous information, and increase overall ACDSee performance.

You can use the tools in the Database Maintenance dialog box to update folders, or to identify folders whose thumbnails and database information you would like to delete. The Database Maintenance dialog box displays a list of the folders on your system, and uses icons to indicate the status of database information within specific folders.

Database content icons



Indicates a folder which contains files with cached thumbnails stored in the database.



Indicates a folder which contains files that were changed without a database update. For example, a folder or file was renamed or moved outside of ACDSee.

To perform database maintenance:

1. Click **Database | Database Maintenance**.
2. In the Database Maintenance dialog box, browse for folders marked with the database content icons. If there are no marked folders, you do not need to perform database maintenance, and can exit the Database Maintenance dialog box.
3. Select a folder and click one of the following buttons to identify the maintenance you want to perform on that folder:
 - **Remove Thumbnails**: removes all thumbnail information for the selected folder.
 - **Remove All DB Info**: deletes all database information for the selected folder.
 - **Remove Orphan Folders**: deletes any out-of-date or broken references to missing files or information for the selected folder.
 - **Change Binding**: changes all location references for the selected orphaned folder to another folder, and retains all database information.

4. The Database Maintenance tools will delete records, creating unused space in your database. To reclaim the unused space, click **Optimize Database** and follow the instructions in the wizard.
5. Click **Close**.

Working with multiple images

You can use ACDSee's batch operations features to rename, resize, and rotate groups of images, and change the date or image exposure of a single file, a group of files, or the contents of an entire folder all at once. You can also add EXIF information to multiple images, or convert them all to another file format.

Converting images to another format

You can convert images to any supported file format. You can set the options for each format individually, specify how to handle multiple-page images, and apply the conversion defaults automatically. The Convert File Format Wizard guides you through the process.

For a complete list of supported file formats, see “Appendix 2: Supported File Formats” on page 184.

To convert an image to another file format:

1. Do one of the following:
 - In the Browser, select one or more images, and click **Tools | Convert File Format**.
 - In the Viewer, click **Modify | Convert File Format**.
2. On the *Select a format* page, select a new format for your image or images from the list displayed on the **Format** tab. Click the **Advanced Options** tab to change the settings for this wizard, or click **Next** to continue.
3. On the *Set output options* page, identify where you want to place the converted images, and specify how you want the wizard to handle any file name conflicts by selecting one of the following options from the **Overwrite existing files** drop-down list:
 - **Ask**: prompts you when overwriting a file.
 - **Skip**: cancels the operation if there is a file with the same file name and extension.
 - **Replace**: overwrites the file without prompting for confirmation.
 - **Rename**: prompts you to rename the file.

4. On the *Set multiple-page options* page, you can specify how you want to handle any multiple-page images you are converting. If you did not select any multiple-page images to convert, and did not specify a multiple-page image format as your output file format, you can skip the options on this page.
5. When you are satisfied with your choices, click **Start Convert**, and wait a few seconds while the wizard converts your images.

Rotating or flipping images

You can rotate or flip an image or a group of images in the Browser or a single image in the Viewer.

To rotate or flip an image:

1. Do one of the following:
 - In the Browser, select one or more image and click **Tools | Rotate / Flip Images**.
 - Open an image in the Viewer, and then click **Modify | Rotate / Flip**.
2. In the Rotate/Flip Images dialog box, select the angle of rotation you want to apply, as described below.
3. If you selected an image with multiple pages and want to apply the selected angle of rotation to all of the pages, select the **Apply to all pages of the current image** check box.
4. Do one of the following:
 - Click **Next Image** to move onto the next selected image.
 - If you selected multiple images and you want to apply the same angle of rotation to all of them, select the **Apply to all selected images** check box.
5. Click **Options** to specify how you want to save and store the images.
6. When you are ready to apply the rotations to your images, click **Start Rotate**.

Rotate / Flip angles



Rotates the image counter-clockwise 90 degrees.



Rotates the image 180 degrees.

Rotate / Flip angles

Rotates the image clockwise 90 degrees.



Rotates the image according to any EXIF orientation data contained within the image. (Does not affect images without EXIF information.)



Flips the image along the vertical axis.



Flips the image along the horizontal axis.



Flips the image along the vertical axis, and then rotates it counter-clockwise 90 degrees.



Flips the image along the vertical axis, and then rotates it clockwise 90 degrees.



You can also use the Rotate tool in Edit Mode to rotate an image using a custom angle of rotation. For more information, see “Rotating an image” on page 103.

Setting file options for the Rotate/Flip Images tool

You can change the settings in the Rotate/Flip Options dialog box to control where ACDSee places modified images, how to handle file duplication conflicts, and specify whether you want to preserve the last-modified date of the file.

Rotate/Flip file options

Force lossless JPEG operations Rotates JPEG images without decompressing and recompressing the JPEG information. As a result, the image does not lose quality when rotated or flipped.

You can perform lossless JPEG operations on images with dimensions that are divisible by 16. If you rotate or flip an image with dimensions that are not divisible by 16, the program removes pixels from the outer edge of the image.

Rotate/Flip file options

File options	Specifies where to place the new images. Select one of the following three options: <ul style="list-style-type: none"> • Remove/replace original files: overwrites the original file with the new image. • Rename modified images and place in source folder: adds identifying labels to the image names and places them in the same folder as the originals. • Place modified images in the following folder: places the converted image in a folder that you can specify. Click the Browse button and select a folder.
Overwrite existing files	Determines how ACDSee should handle overwriting files. Select one of the following options from the drop-down list: <ul style="list-style-type: none"> • Ask: prompts you when overwriting a file. • Skip: cancels the operation if there is a file with the same file name and extension. • Replace: overwrites the file. • Rename: prompts you to rename the file.
Preserve last-modified dates	Retains the date and time properties of the file.
Remember and apply the last rotation performed	Automatically applies the same rotation settings the next time you rotate images with the Rotate/Flip Images tool.
Auto-close progress dialog if all operations succeed	Automatically closes the dialog box after all images have been adjusted.
Save current settings as default	Stores the current settings and applies them the next time you use the Rotate/Flip Images Wizard.

Resizing images

You can resize a group of images by specifying their dimensions in pixels, specifying a percentage of their original size, or by constraining them to a physical print size. The Resize Images tool guides you through the process.

You can also resize a single image, and choose which resampling filter to use, in Edit Mode. For more information, see “Resizing an image” on page 100.

To resize a group of images:

1. In the Browser, select one or more images, and then click **Tools | Resize Images**.
2. In the Resize Images tool, select one of the following options:
 - **Percentage of original:** resizes the images to a percentage of their original size.
 - **Size in pixels:** resizes the images to a specific size in pixels.
 - **Actual/Print size:** resizes the images to specific printed dimensions.
3. Set the options for your selection as explained in the table below.
4. Click **Options** to specify how you want to save and store the images.
5. When you are satisfied with your choices, click **Start Resize**.

Resize options

<i>Percentage of original</i>	Percentage	Specifies how to resize the images. Enter a percentage less than 100 to reduce the images, and greater than 100 to enlarge them.
	Apply to	Specifies whether the resize is applied to the height, width, or both.
<i>Size in pixels</i>	Width	Specifies the new width for the images in pixels.
	Height	Specifies the new height for images in pixels.
	Resize	Specifies how to scale the images. Select one of the following options: <ul style="list-style-type: none"> • Enlarge only: Resizes only those images that are smaller than the specified height and width. • Reduce only: Resizes only those images that are larger than the specified height and width. • Enlarge and reduce: Resize all images to the specified height and width.
	Preserve original aspect ratio	Retains the width to height ratio of the original images.
	Fit within	Specifies whether the aspect ratio is maintained based on the specified width. For more information about how the different combinations affect the images, see “Pixel resize options and resulting action” on page 145.

Resize options

Actual/ Print size	Units	Specifies the units of measurement.
	Width	Specifies the new width for the images.
	Height	Specifies the new height for the images.
	Resolution	Specifies the print resolution for the images.
	Preserve original aspect ratio	Retains the width to height ratio of the original images.
	Fit within	Specifies whether the aspect ratio is maintained based on the specified width. For more information about how the different combinations affect the images, see “Pixel resize options and resulting action” on page 145.

Setting file options for the Resize Images tool

You can change the settings in the Options dialog box to control where ACDSee places modified images, how to handle file duplication conflicts, and specify whether you want to preserve the last-modified date of the file.

Resize file options

File options	Specifies where to place the new images. Select one of the following three options: <ul style="list-style-type: none"> Remove/replace original files: overwrites the original file with the new image. Rename modified images and place in source folder: adds identifying labels to the image names and places them in the same folder as the originals. Place modified images in the following folder: places the converted image in a folder that you can specify. Click the Browse button and select a folder.
Overwrite existing files	Determines how ACDSee should handle overwriting files. Select one of the following options from the drop-down list: <ul style="list-style-type: none"> Ask: prompts you when overwriting a file. Skip: cancels the operation if there is a file with the same file name and extension. Replace: overwrites the file. Rename: prompts you to rename the file.
Preserve last-modified dates	Retains the date and time properties of the file.

Resize file options

Auto-close progress dialog if all operations succeed	Automatically closes the dialog box after all images have been adjusted.
Save current settings as default	Stores the current settings and applies them the next time you use the Resize Images Wizard.

Pixel resize options and resulting action

The following table explains the results of resizing an image using the *Size in pixels* or the *Actual/Print size* methods in the Resize Images tool.

Resize options	Fit within options	Resulting action
<i>Enlarge only</i>	Width only	Resizes the image if the specified dimensions are larger than the image's original dimensions. The width is increased to the specified value and the height is increased to maintain the aspect ratio.
	Height only	Resizes the image if the specified dimensions are larger than the image's original dimensions. The height is increased to the specified value and the width is increased to maintain the aspect ratio.
Width and height		Resizes the image if the specified dimensions are larger than the image's original dimensions. The width and height are increased as close to the specified value as possible, while maintaining the aspect ratio.
Width or height (largest image)		Resizes the image if the specified dimensions are larger than the image's original dimensions. The width or height are increased as close to the specified value as possible to maximize the size of the image, while maintaining the aspect ratio.

Resize options	Fit within options	Resulting action
<i>Reduce only</i>	Width only	Resizes the image if the specified dimensions are smaller than the image's original dimensions. The width is decreased to the specified value and the height is decreased to maintain the aspect ratio.
	Height only	Resizes the image if the specified dimensions are smaller than the image's original dimensions. The height is decreased to the specified value and the width is decreased to maintain the aspect ratio.
<i>Enlarge or reduce</i>	Width and height	Resizes the image if the specified dimensions are smaller than the image's original dimensions. The width and height are decreased as close to the specified value as possible, while maintaining the aspect ratio.
	Width or height (largest image)	Resizes the image if the specified dimensions are smaller than the image's original dimensions. The width or height are decreased as close to the specified value as possible to minimize the size of the image, while maintaining the aspect ratio.
<i>Enlarge or reduce</i>	Width only	Resizes the width to the specified value and resizes the height to whatever value is necessary to maintain the aspect ratio.
	Height only	Resizes the height to the specified value and resizes the width to whatever value is necessary to maintain the aspect ratio.
<i>Enlarge or reduce</i>	Width and height	Resizes the image within the specified width and height. The width and height are resized as close to the specified value as possible while maintaining the aspect ratio.
	Width or height (largest image)	Resizes the image within the specified width and height. The width or height are resized as close to the specified value as possible to maximize (or minimize) the size of the image, while maintaining the aspect ratio.

Adjusting the exposure of multiple images

In ACDSee, you can lighten or darken the colors of an image or a group of images with the Adjust Image Exposure Wizard. You can adjust each image individually and preview the changes before applying, or make your adjustments to a single image and automatically apply the same changes to all of the images you selected.

You can also adjust your image's exposure and color levels in Edit Mode. For more information, including an explanation of each of the image exposure options, see “Adjusting image light levels” on page 89.

To adjust image exposure:

1. In the Browser, select one or more images, and then click **Tools | Adjust Image Exposure**.
2. In the Adjust Image Exposure tool, do one or more of the following:
 - To adjust your images' exposure automatically, select the **Auto Exposure** tab and set the options.
 - To adjust your images' brightness, contrast and gamma level, select the **Brightness** tab and adjust the options.
 - To precisely adjust the contrast and light levels in your images, select the **Levels** tab and set the options.
 - To precisely adjust the RGB color channels in your image, select the **Curves** tab and set the options.
3. Do one of the following:
 - Click **Next Image** to move on to the next image and repeat step 2 for each image you want to adjust.
 - Select the **Apply settings to all selected images** check box to apply the current settings to all of the images you selected.
4. Click **Options** to specify how you want to save and store the images.
5. Click **Filter All Images**.

Setting file options for the Adjust Image Exposure tool

You can change the settings in the Options dialog box to control where ACDSee places modified images, how to handle file duplication conflicts, and specify whether you want to preserve the last-modified date of the file.

Adjust Exposure file options

File options	Specifies where to place the new images. Select one of the following three options: <ul style="list-style-type: none"> • Remove/replace original files: overwrites the original file with the new image. • Rename modified images and place in source folder: adds identifying labels to the image names and places them in the same folder as the originals. • Place modified images in the following folder: places the converted image in a folder that you can specify. Click the Browse button and select a folder.
Overwrite existing files	Determines how ACDSee should handle overwriting files. Select one of the following options from the drop-down list: <ul style="list-style-type: none"> • Ask: prompts you when overwriting a file. • Skip: cancels the operation if there is a file with the same file name and extension. • Replace: overwrites the file. • Rename: prompts you to rename the file.
Preserve last-modified dates	Retains the date and time properties of the file.
Auto-close progress dialog if all operations succeed	Automatically closes the dialog box after all images have been adjusted.
Save current settings as default	Stores the current settings and applies them the next time you use the Adjust Image Exposure Wizard.

Changing the date and time properties of your files

You can use the Adjust Time Stamp tool to change the date and time properties of a file in the Browser or in the Viewer.

To change the date and time properties of a file:

1. Do one of the following:
 - In the Browser, select one or more files, and click **Tools | Adjust Image Time Stamp**.
 - In the Viewer, click **Modify | Adjust Image Time Stamp**.
2. On the *Choose time stamp to change* page, select the file property that you want to change. Click the **Advanced Options** tab to set the options for the Adjust Image Time Stamp tool as described below, and then click **Next** to continue.
3. On the *Choose new time stamp* page, select one of the following options:
 - **Use date and time from another file property:** replaces the selected date and time with another time stamp property from the same file. Select the file property you want to use from the **Change date and time to** drop-down list.
 - **Use specific date and time:** changes the selected time stamp in each file to specific date and time. Type the new date and time for the time stamp in the **Date and Time** fields.
 - **Shift to a new starting date and time:** replaces the earliest time stamp with a date and time you specify, and shifts all later time stamps ahead accordingly. Specify the time stamp for the earliest file in the **Date and Time** fields.
 - **Shift date and time by a specific number of hours (adjust time zone):** shifts all the time stamps either forwards or backwards by a specific number of hours. Select either **Shift forward** or **Shift backward** and type a value into the **Number of hours** spin box.
4. Click **Adjust Time Stamp**.

Advanced Options tab

Accept defaults and start conversion	Accepts the default settings for the new time stamp options. To start changing the date and time of your images, click Adjust Time Stamp .
Automatically close wizard when finished	Closes the Adjust Image Time Stamp Wizard as soon as the process is complete.
Save current settings as defaults	Remembers the current settings and applies them the next time you change time stamps.

Renaming a group of files

You can use the Batch Rename tool to rename a group of files. You can specify a template with a numerical or alphabetical sequence, save your template for future use, replace specific characters or phrases, and insert file-specific information into each new file name.

You cannot rename any file on a read-only file system, such as a CD-ROM.

To rename a group of files:

1. In the Browser, select one or more files and click **Tools | Batch Rename**.
2. In the Batch Rename dialog box, do one or more of the following (see the table below for an explanation of the options on each tab):
 - Select the **Template** tab to specify the Template options.
 - Select the **Search and Replace** tab to set the Search and Replace options.
 - Select the **Advanced Options** tab to adjust the settings for the Batch Rename tool.
3. Review your changes to the file names in the **Preview** field.
4. Click **Start Rename**.

Batch Rename options

Template tab	<i>Select the Use Template to rename files check box to create a renaming template. You can specify a numerical or alphabetical sequence for the new file names, and use the original file names, new names, or names based on image metadata.</i>
Use numbers to replace #'s	Replaces any number signs (#) in the template with sequential numeric characters.
Use letters to replace #'s	Replaces any number signs (#) in the template name with sequential alphabetic characters.
Start at	Specifies the first letter or number of the sequence.
Insert Metadata	<p>Inserts file-specific information into the file name template.</p> <p>Position the cursor in the Template field, and then click Insert Metadata to open the Choose Property dialog box. Select the metadata you want to insert and click OK.</p>
Template	<p>Displays the template to use to rename the files.</p> <p>Type an asterisk (*) to insert the original file name into the template. Use one or more number signs (#) to insert numeric or alphabetic characters, depending which options you selected.</p> <p>Click the arrow on the drop-down list to select a recently-used template.</p>
Clear Templates	Clears the recently-used templates from the Templates drop-down list.
File name case	Specifies upper or lower case for file names and file format extensions.
Search and Replace tab	<i>Select the Use Search and Replace to rename files check box to replace certain letters or words in the file names. You can replace spaces with underscores, or change upper case letters to lower case, and combine your changes with any naming template.</i>
Search for	Identifies the characters you want to replace in the file names.
Replace with	Identifies the characters to use in place of the original text.
Case sensitive	Indicates whether you want to limit the search to the same case you typed in the Search for field.

Batch Rename options

Advanced Options tab	Select any of the Advanced Options to adjust the behavior of the Batch Rename tool.
Automatically close wizard when finished	Closes the Batch Rename dialog box when the renaming process is complete.
Save current settings as defaults	Stores the current settings and loads them the next time you rename files.
Automatically resolve naming conflicts	Automatically resolves any naming conflicts by adding an underscore and a sequential number to the end of each file name.

Adding EXIF information

You can use ACDSee's Set EXIF Information Wizard to add customized EXIF information to your images, or change existing EXIF information.

To add EXIF information to your images:

1. Select one or more images.
2. Click **Tools**, and then select **Batch Set EXIF Info**.
3. On the *Set values* page, type the information, and set the dates and times you would like added to the files' EXIF information. If the selected images already contain EXIF information, the information is displayed in the applicable field. If you want to leave a field blank, clear the field or check box.
4. Click **Next** when you are ready to continue. The wizard displays a progress bar as it adds the information to your images.

Comparing images

You can use ACDSee's Compare Images tool to compare a group of images. The tool highlights both the similarities and the differences in the properties, metadata, and pixel intensity levels of images you select. You can save your preferred images to a new location on your hard drive, or tag images you would like selected in the Browser so you can alter or work with them later.

Compare Images toolbar

	Zoom In	Increases the magnification of the selected image.
	Zoom Out	Reduces the magnification of the selected image.
	Zoom menu	Opens a menu of zoom options. Select from the following options: <ul style="list-style-type: none"> Actual Size: displays the image at its original size. Fit Image: displays the image at the largest magnification that fits in the Compare Images Viewer. Fit Width: displays the image to fit between the left and right sides of the Compare Images Viewer. Fit Height: displays the image to fit between the top and bottom of the Compare Images Viewer. Zoom Lock: displays all images at the zoom option of the current image. If the zoom is adjusted, the new zoom level is applied to all images that you view. Zoom To: opens a dialog box where you can select a zoom option.
	Pan Lock	Locks the panned image area, so that when you zoom and pan an image to a specific area, the Compare Images Viewer displays the same area for all images you view.
	Under exposure warning	Indicates pixels that may be underexposed. Click the arrow to open a dialog box where you can adjust the threshold values.
	Over exposure warning	Indicates pixels that may be overexposed. Click the arrow to open a dialog box where you can adjust the threshold values.
	Properties	Displays properties for each image in the Compare Images Viewer.
	Histogram	Displays a histogram for each image in the Compare Images Viewer.
	Metadata Setup	Opens a dialog box where you can select the metadata to display for each image in the Compare Images Viewer.
	One Image	Displays one image in the Compare Images Viewer.
	Two Images	Displays two images in the Compare Images Viewer.

Compare Images toolbar

	Three Images	Displays three images in the Compare Images Viewer.
	Four Images	Displays four images in the Compare Images Viewer.
	Help	Opens the Help file.

Using the Comparison list

The Comparison list displays thumbnails of the images you select in the ACDSee Browser. In the Comparison list, you can right-click an image to display a shortcut menu of commands, and hide or show the list.

To compare other selected images:

Do one of the following:

- In the Comparison list, right-click an image, and select **Send to Active View**.
- Drag an image from the Comparison list to the Compare Images Viewer.

Once you are satisfied with the compared images, you can tag which ones you want to work with.

To tag images:

1. In the Comparison list, select the check box in the upper-left corner of the desired thumbnails.
2. Click **OK**. The Compare Images dialog box closes and the tagged images are selected in the File List pane. You can now delete, move, rename, or alter the images.

Creating archives of your files

You can use the Archive Creator plug-in to create archives of your images and media files. Archive Creator supports multiple archive formats, and helps you manage your files using compression, encryption, and password protection tools.

To create an archive:

1. In the File List pane, select a folder or group of files.
2. Click **Create | Create Archive**.

3. In the Create Archive dialog box, in the Options area, click the **Archive Type** drop-down list and select the archive format you want to create. Some archive formats have additional settings that you can adjust by clicking the **Settings** button.
4. Do any of the following:
 - To include the contents of any subfolders you selected, select the **Include subfolders** check box.
 - To include any hidden files in your archive, select the **Include Hidden Files** check box.
 - To remove the selected files and folders from your hard drive once they have been added to the archive, select the **Delete files after archiving** check box.
 - To protect the contents of your archive with a password, select the **Password Protect Archive** check box, and type a password into the field beside it. Note that not all archive types support passwords, and some formats require them.
5. Type a path and file name into the **Output File** field, or click **Browse** to locate a folder on your hard drive.
6. Select one of the following:
 - **Add to existing archive**: adds your files to an existing archive. This option is only available if the archive specified in the Output File field already exists.
 - **Overwrite existing archive**: replaces any existing archive with the archive you are creating. This option is only available if the archive specified in the Output File field already exists.
7. When you are satisfied with your choices, click **Create** to begin archiving your files.

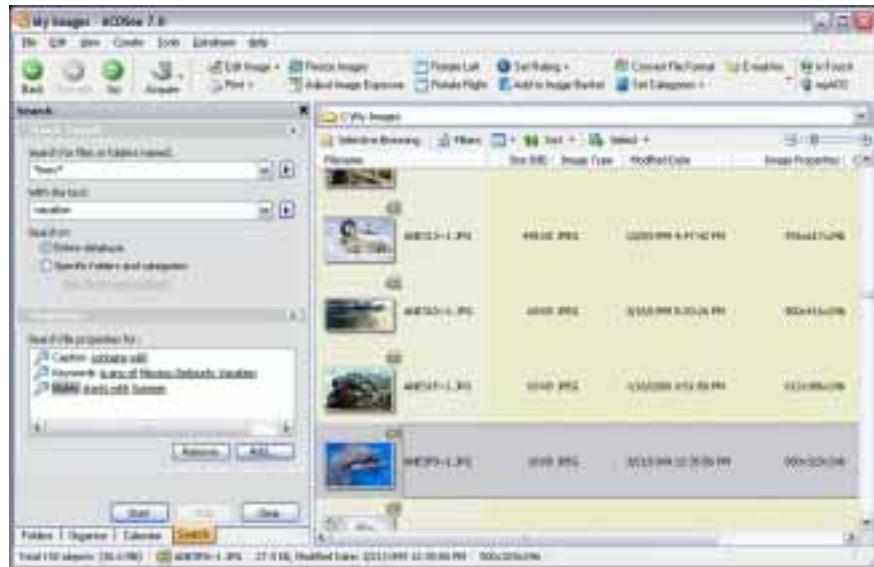
Generating file lists

You can generate a text file that lists all of the files in the folder currently displayed in the File List pane. The text file places the file name, size, image file format, modified date, image properties, caption, and rating for all of the files in the folder into a table, and creates a single text file.

To generate a list of your files:

Click **Database | Export**, and then select **Generate File Listing**.

ACDSee automatically opens the text file in your default text editor, which you can then use to edit or save the file listing.



SEARCHING

ACDSee includes a number of ways to search your computer for files and folders. You can use the Search pane to search by file name, keywords, or image properties. You can create advanced searches to locate files that fall within a date or rating range, or use the Duplicate Finder to locate and manage identical files.

Also, you can use the Organize pane to quickly locate and list all images on your hard drive, or to locate any files in a folder that have not been categorized. If you're working with larger image collections, you can use Selective Browsing to specify broad or narrow criteria for the images you want to display in the File List pane.

The following sections explain how to use ACDSee's Search and Selective Browsing panes to search your database, how to locate and view images quickly, and how to find and manage duplicate files with the Duplicate Finder plug-in.

Finding images quickly

You can select Special Items in the Organize pane to quickly locate all of the images in your database, or list all of the images that you have not yet assigned to a category.

To find all of your images at once:

1. In the Browser, open the Organize pane by clicking **View | Organize**.
2. In the Organize pane, under Special Items, click **Image Well**.

To locate uncategorized images:

1. In the Browser, open the Organize pane by clicking **View | Organize**.
2. In the Organize pane, under Special Items, click **Uncategorized**.



The Image Well and Uncategorized features only display images that have been cataloged in the database; they do not search your hard drive for specific file types.

Using the Search pane

You can use the Search pane in the Browser to search for files and folders on your computer. You can do basic searching by file name or keyword phrase, and create advanced searches to narrow your results by folders, categories, and image properties. You can also search using file name patterns and wild cards.

The ACDSee Search pane locates files and folders by searching the database for items that match the criteria you specify. The Search pane does not return results for folders that have not been cataloged in the ACDSee database. For instructions on how to catalog files and folders, see “Cataloging files” on page 130.

Search pane areas

The Search pane contains three areas to help divide your search criteria into distinct elements. When creating a search, remember that the search tool will only return files that match all of the specified criteria.

Quick Search area

In the Quick Search area, you can identify what you are searching for, and where you want to search for it.

Search for files and folders named	<p>Type a portion of the file or folder name for which you want to search, or select a previous search term from the drop-down list.</p> <p>You can also use wild cards to search for file name patterns, as described in the following section.</p> <p>To exclude all non-image files, click the right-arrow button beside the field and select Images only.</p>
With the text	<p>Type the text you want to search for within the ACDSee database. This can include portions of a caption or keyword, or even the name of a folder or category that might contain the files you want to find. When you search by both file name and a keyword, items are displayed in the search results only when they include both criteria.</p> <p>To specify what parts of the database you want to search, and indicate how to treat the text you type in the field, click the right arrow next to the field and select any of the following options:</p> <ul style="list-style-type: none"> • Find all words: only returns files that match all of the words you enter. • Find whole words only: only returns files that contain the entire word, exactly as you type it. • Search in Caption: searches the Caption field of files in the database. • Search in Keywords: searches the Keyword field of files in the database. • Search in Notes: searches the Notes field of files in the database. • Search in Categories: searches the Category assignments of files in the database. • Search in Folders: searches the names of folders in the database.
Search in	<p>Select one of the following options:</p> <ul style="list-style-type: none"> • Entire database: performs a search on the entire ACDSee database. Note that any folders on your computer that have not been cataloged are not included in the search results. • Specific folders and categories: performs the search only within the categories and folders you specify. Selecting this option opens the Categories and Folders area, where you can select the location and categories in which you want to search.
Sync to browser settings	Imports the current Browser settings, including Selective Browsing settings, into the search pane. Note that this may also remove criteria from the Search pane.

Categories and Folders area

In the Categories and Folders area, you can specify the location and categories you want to search.

To specify folders and categories:

1. In the Quick Search area, select **Specific folders and categories**.
2. Below the Categories or Folders fields, click **Add**.
3. Browse to the folder or category you want to add and click **OK**.
4. To remove a category or folder from the search, select it and click **Remove**.

Properties area

In the Properties area, you can identify file properties that you want to search for, and describe ranges of values to include or exclude from your search.

To use the Properties area:

1. Below the Search file properties for field, click **Add**.
2. In the Add Search Criteria dialog box, select one or more properties on which to base your search.
3. Click **OK**.
4. In the Properties area, click the hyperlinks to define conditional statements for each property.
5. Click **Start** to perform the search.

Searching with file name patterns

You can type a text pattern into the Search pane's **Search for files and folders named** field to search for file names. You can search simple patterns such as portions of file names, or more advanced patterns that include wild cards.

File name pattern wild cards

Wild card	Result	Example
?	Matches any single character in the file name.	ca?jpg results in cat.jpg, cap.jpg, and car.jpg, but not cats.jpg
*	Matches zero or more characters in the file name.	cat* results in cat.jpg, cats.jpg, and cathy.jpg
[...]	Matches any of the enclosed characters.	ca[tr] results in cat.jpg or car.jpg, but not cap.jpg

File name pattern wild cards

[!...]	Matches any character not enclosed.	cat[!0] results in cata.jpg and catb.jpg, but not cat0.jpg
[....-...]	Matches any character in the specified range.	cat[a-f0-9] results in cata.jpg, catb.jpg, catf.jpg and cat0.jpg, cat1.jpg, ..., cat9.jpg
\	Blocks the use of other wild card characters that are also characters permitted in a file name, such as square brackets: []. The * and ? characters are not permitted in file names so this function does not work with them.	Because square brackets are wild cards, if you wanted to search for a file name that contains a bracket, you can precede the bracket with a backslash: ACD\[123\] results in ACD[123].gif



Patterns are not case-sensitive.

To use multiple patterns, separate the names with spaces or semicolons.

To match a pattern containing a space or semicolon, enclose the pattern in double quotation marks.

*If you do not include the * wild card in your pattern, the pattern is matched as a sub-string. For example, cat would match cat, cathy and bobcat, and is equivalent to the pattern *cat*.*

Using selective browsing

You can use selective browsing to browse for files that are located in a specific folder, assigned a specific date, and/or assigned to a specific Organize classification. By adjusting the selective browsing criteria, you can quickly include or exclude files from the File List pane, and view only those files you want to browse.

To get the most out of selective browsing, it is recommended that you catalog and organize your files in the ACDSee database. The more information you input for your files, the more helpful you will find the selective browsing feature.

To use selective browsing:

1. Open the Selective Browsing pane by clicking **View | Selective Browsing**.
2. In the Selective Browsing pane, identify the files you want to display by setting the criteria.
3. Close the Selective Browsing pane to return to normal browsing mode.

Setting selective browsing criteria

The Selective Browsing pane is divided into three areas: Folders, Organize, and Calendar, each of which corresponds to the Browser pane of the same name.

When the Selective Browsing pane is open, the Contents bar in the File List pane is replaced by the Selective Browsing bar, which lists all of the current browsing criteria:

Selective Browsing: [Ratings: 2 or 3] And [1 Category: Places]

When you add a folder, date range, or organize method to the Selective Browsing pane, ACDSee excludes any files that do not match that criteria. You can add or remove criteria to narrow or broaden your results.

To add selective browsing criteria:

With the Selective Browsing pane open, do any of the following:

- In the Folders pane, select one or more folders.
- In the Organize pane, select one or more organize methods.
- In the Calendar pane, select one or more date ranges.

As each criteria is added to the Selective Browsing pane, ACDSee searches its database for files in that folder, that match the date range, and are assigned to the classifications, and displays them in the File List pane. You can then select those files and use ACDSee's features to edit, share, move, and view them however you want.

You can also adjust or refine your criteria in the Selective Browsing pane:

- To remove a selected criteria from the Selective Browsing pane, right-click any of the criteria, and then select **Remove From Scope**.
- To exclude all of a certain type of criteria, click the bar above the list, and toggle the option to include that type in the scope. For instance, to exclude the listed folders from the scope, click the **Folders** bar, and then click **Include Folders in Scope**. The folders you selected will still be displayed in the Selective Browsing pane, but will not factor in the results.
- To remove all criteria of a certain type, click the bar above the list, and select **Clear All**.
- The default behavior for categories in the Selective Browsing pane is to display files that match any of the categories listed. You can refine your results by choosing to display only those files that are assigned to all of the specified categories. To toggle between behaviors, right click the bar above the categories you selected, and select **Match Any** or **Match All**.

Tips for selective browsing

When you add a criteria to the Selective Browsing pane, you are indicating that the files you want to browse must have that attribute. For example, if you select a folder in the Folders pane, then ACDSee displays only files in that folder. If you select a rating in the Organize pane, ACDSee displays only files assigned to that rating.

You can combine criteria to refine your selective browsing even further. For example, if you select a category and a date range, then ACDSee displays only those files that belong to both the category and date range you selected. ACDSee does not display items that fall within the date range unless they are also assigned to the correct category, and does not display files assigned to that category unless they also match the date range.

Hiding the Selective Browsing pane

You can use the Auto Hide button to automatically hide the Selective Browsing pane and give more space to the File List pane. When the pane is set to auto-hide, it rolls away when you click outside of it, leaving only an edge displayed. You can access the pane again by moving the mouse pointer over the edge.

The Auto Hide button's appearance on the pane's title bar reflects its current setting:

-  A horizontal pushpin indicates that the pane is set to automatically hide when you click outside of it.
-  A slanted pushpin indicates that the pane is fixed and will remain visible even if you click outside of it.

To set or remove auto-hide:

Click the **Auto Hide** button on the pane's title bar so that it displays a slanted or horizontal pushpin.

Finding duplicate files

You can use the Duplicate Finder plug-in to search for duplicate files on your hard drive. Once you locate any duplicates, you can rename or delete them to better manage your file collection.

The following steps are a basic overview of how to use the Duplicate Finder. There is also extensive context-sensitive Help in the application to provide you with additional information.

To find duplicate files:

1. In the Browser, click **Tools | Find Duplicates**.
2. In the Select Search Type dialog box, add the files and folders you want to search.
3. Do one of the following:
 - To find duplicates within the files and folders you added to the list, select **Find duplicates within this list of files**.
 - To compare files between the list you created and another group of files, select **Find duplicates between these files and another list**.
4. Click **Next**.
5. If you are comparing the files with another list, add the files or folders you want to compare to the second list, and then click **Next**.
6. On the *Search Parameters* page, specify whether you want to find exact duplicates, or just files with the same name. You can also choose to search for image files only. When you are ready to perform the search, click **Next**.
7. If no duplicates are found, refine your search or click **Cancel** to exit the Duplicate Finder.
8. If duplicates were found, specify from which list you want to delete the duplicates, and then select the check box next to the files you want to delete. You can also right-click a file name to open, rename, or delete a file.
9. Click **Next** to review your changes, and then click **Finish** to perform the operation.



SHARING

ACDSee makes it easy to share your images with friends and family. You can email images right out of the File List, post images on the Internet with ACD Systems' secure SendPix servers, and create your own Web pages with the HTML Album plug-in.

ACDSee also includes a CD and DVD recording wizard, to help you burn your images safely onto a disc. You can also create slide shows and screen savers that you can give to anyone with a computer — they don't need ACDSee to view them. You can even publish your images to your TiVo, and view them on your television screen.

The following sections guide you through the various ways to share your images with ACDSee, and explain how you can use the sharing features to organize your own image collections.

Emailing images

You can use the Email Image Sharing Wizard to send images directly from ACDSee without opening an external email application. To use the Email Image Sharing Wizard, you will need an active email account, and have a default email application set up on your computer or access to an SMTP server.

To email your images:

1. In the File List pane, select the images you want to share, and then click **File | Email Images**.
2. In the Email Image Sharing Wizard, click **Next**.
3. On the *Add images and adjust options* page, you can add or remove images from the list, and set the options to specify a maximum email size, and the image size and compression. When you are satisfied with your changes, click **Next**.
4. On the *Select your email client* page, specify whether you want to use your default email application, or send the images through an SMTP server. If you are not sure which method you should use, try the default email client option. Click **Next** to continue.
5. Do one of the following:
 - On the *Sending your images* page, wait while the wizard formats your images and prepares the email message for sending. Once the wizard opens the email message, you can specify who you want to send the message to, and add text to the email before you send it. Click **Finish** to close the wizard and return to ACDSee.
 - On the *Select and create SMTP accounts* page, click the **Create Account** button to create a new SMTP account or select an account from the drop-down list, and then click **Next**. On the *Enter email information* page, specify the recipients, the subject of the email message, and the text you want to include in the message. Click **Next** to send the email message.



The Email plug-in does not support Internet-based email applications such as Hotmail or Yahoo.

Creating an online SendPix album

ACDSee includes SendPix, a free digital image sharing service. You can create albums of your images to share with your friends and family. The albums you create are stored on ACD Systems' secure servers for 30 days. SendPix sends an email to selected recipients who can then view your albums using a standard Web browser — no special software is required.

To share your images with SendPix:

1. In the File List pane, select the images you want to share.
2. Click **File | SendPix Album**.
3. Follow the instructions in the SendPix Image Sharing Wizard. For help with any of the controls or features, click the **Help** button in the wizard.

Publishing images to TiVo

You can use ACDSee to publish your images to your TiVo. To use the TiVo Publish Wizard, you must have a TiVo box, and have installed the TiVo Publisher desktop software on your computer. For more information, visit TiVo.com.

To publish your images to TiVo:

1. In the File List pane, select the images you want to share.
2. Click **File | Publish to TiVo**.
3. On the *Welcome* page of the TiVo Publish Wizard, select one of the following:
 - **Publish to a New Album:** creates a new album in your TiVo Desktop folder. Click **Next** to give the new album a name.
 - **Publish to an Existing Album:** adds the selected images to an existing album in your TiVo Desktop folder. Click **Next** to select an album from a list.
 - **Publish to the Root of your TiVo:** adds the images directly to your TiVo Desktop folder.
4. Click **Next** to review your choices, and click **Next** again to publish your images.

Creating a slide show you can share

You can use ACDSee to create slide shows that you can share. The Create Slide Show Wizard arranges your images into executable files that you can give to your friends and family — and they won't need special software to view them.



For full audio support when creating slide shows, please download and install the free ACD Media Support Package from myACD. For more information, see “Installing the ACD Media Support Package” on page 16.

To create a slide show:

1. In the File List pane, select the images you want to share.
2. Click **Create** | **Create Slide Show**.
3. On the *Welcome* page, select one of the following options to specify what type of slide show you want to create, and then click **Next**:
 - **Standalone slide show**: creates a single executable file (.exe) containing all of your images and everything needed to view them. You can share this type of file with anyone who has a computer, even if they don't own ACDSee.
 - **Windows screen saver**: creates a standard Windows-system screen saver file (.scr) that can be stored and used on any Windows-based system.
 - **Macromedia Flash**: creates a compact Macromedia Flash file (.swf) that you can display on a Web site.
4. On the *Choose your images* page, you can view the images included in your slide show, in the default order they will be displayed. Click **Add** or **Remove** to change the images, and use the arrow buttons to reorder them. Click **Next** when you are ready to continue.
5. On the *Set file specific options* page, click the underlined words beside each thumbnail to set the individual options for each image. These include text captions, transitions, and audio files to play when the image is displayed. Note that the options available depend on your choice of output file format, and not all formats support all options. Click **Next** when you are ready to continue.
6. On the following pages, set the options for your selected slide show or screen saver format. For assistance with any of the options, click the **What's This Help** button at the top right corner of the wizard, and then click on an option for more information.

7. Finally, select a location on your hard drive to place the file, and wait a few moments while ACDSee generates your slide show. When complete, you can launch your slide show, exit the wizard, or start the Create Disc Wizard to burn your slide show onto a CD or DVD.

Creating a PDF

You can use ACDSee to combine your images into PDF (portable document format) files. The Create PDF Wizard will guide you through the process of creating one or more PDF files from your images, or adding images to a PDF slide show.

To create a PDF:

1. In the File List pane, select the images you want to share.
2. Click **Create | Create PDF**.
3. In the Create PDF Wizard, select one of the following, and then click **Next**:
 - **Create a PDF slide show**: combines all of your images into a single PDF file that you can view as a slide show.
 - **Create one PDF file containing all images**: combines all of the selected images into a single PDF file with multiple pages.
 - **Create one PDF file for each image**: converts each image into a separate PDF file.
4. On the *Choose images* page, you can change the selected images, and use the arrow buttons to reorder them. Click **Next** to continue.
5. Do one of the following:
 - If you selected to create a PDF slide show, set or change the transition options by clicking the hyperlink next to each image. Click **Next** to set the order, color, and file name options for your slide show. Click **Next** when you are ready to continue.
 - If you selected to create one or more PDF files, specify a file name and location, and then click **Next**.
6. Click **Finish** to close the wizard and return to ACDSee.

Creating a CD or DVD

You can use the Create Disc Wizard to archive your images and media files onto a CD or DVD. You must have a disc writer device installed on your computer to use the Create Disc Wizard.



To create CDs and DVDs, please download and install the free ACD Media Support Package from myACD. For more information, see “Installing the ACD Media Support Package” on page 16.

To use the Create Disc Wizard:

1. Do one of the following:
 - Locate the files you want to copy, and assign them to the Write Disc category using the Organize pane. (Note that you can create sub-categories within the Write Disc category, and use them as the basis for a folder structure on the newly created disc.)
 - Locate the files you want to copy, and select them in the File List pane. (Note that you can also select folders in the File List pane, and the Create Disc Wizard will include all files contained within those folders, including any subfolders.)
 - Place the files you want to copy into the Image Basket.
2. Click **Create | Create Disc**.
3. On the *Welcome* page of the Create Disc Wizard, specify which files you want to add to the disc, and then click **Next**.
4. On the *Set disc options* page, select one of the following options:
 - **Create a standard disc using the source file formats:** records your images and media files to a regular CD or DVD that can be accessed by anyone using a computer, as well as most DVD players. The Create Disc Wizard preserves the format of your original files.
 - **Create a HighMAT compatible disc:** records your images and media files to a disc that can be accessed by a HighMAT compatible device. A HighMAT disc contains a graphical interface to help viewers access your files, but may alter your files, or convert them to a different format.
 - **Create an MPV compatible disc:** records your images and media files to a disc that can be accessed by an MPV compatible device. An MPV disc contains a graphical interface to help viewers access your files, but may alter your files, or convert them to a different format.

5. If you selected to create a standard disc, you can include any of the following features:
 - **Add a catalog of all database information for the source files:** creates a catalog of all ACDSee database information associated with the selected files, and stores it on the disc. With this feature, you can retain the database information with your archived files, and share it with other ACDSee users. Note that to access the data, the new disc must be added as a Photo Disc, and the files then moved or copied using ACDSee.
 - **Add an HTML slide show to run automatically:** creates an HTML slide show of all your images, and stores it on the disc. The slide show is then set to start whenever the disc is placed in a CD or DVD drive.
 - **Add the created disc to ACDSee as a Photo Disc:** copies all of the image information to ACDSee in the Offline Media section. You can then browse thumbnails and view database information for the images on the disc without needing to access the disc itself. If you want to remove the original files from your hard drive after copying them to disc, select the **Delete original source files** check box.
6. Select the **Advanced Options** tab to specify the following settings:
 - **Create a directory tree based on existing folder or category structure:** creates a directory structure on the disc based on your own categories or folder list. If you clear this check box, the Create Disc Wizard will copy all files to the disc's root directory.
 - **Create Disc Wizard temporary folder:** specifies the location of the temporary files created by the Create Disc Wizard while recording your files. Click **Browse** to change the folder.
7. When you are ready to continue, click **Next**.
8. If you selected to include an HTML slide show, the Create Disc Wizard automatically converts all of your images to JPEG format to ensure they are compatible with your viewers' Internet browsers. On the *Set slide show options* page, specify the maximum resolution for the converted images, and then click **Next**.
9. On the *Select disc writer* page, specify a disc label, and then follow the instructions in the drive status area to specify which device you want to use to create your disc, and set the disc writer options. When you are satisfied with your choices, click **Next**.
10. On the *Summary* page, review your selections, and then click **Next** to begin creating your disc.
11. Click **Finish** to close the wizard and return to ACDSee.

Creating an HTML album

You can use the HTML Album Generator plug-in to prepare photo collections for posting on the Internet. The Web page album includes slide show controls and a thumbnail display.

To create an HTML album:

1. In the File List pane, select the images you want to share.
2. Click **Create | Create HTML Album**.
3. On the *Welcome* page of the Create HTML Album wizard, select an album style from the drop-down list, and then click **Next**.
4. On the *Page Settings* page, specify titles, links, fonts, and colors for your Web page. When you are satisfied with your choices, click **Next**.
5. On the *Thumbnail Settings* page, adjust the appearance, format, and layout of your thumbnails. When you are satisfied with your choices, click **Next**.
6. On the *Captions* page, specify which file-specific information to display with thumbnails and images. When you are satisfied with your choices, click **Next**.
7. On the *Image Settings* page, specify the maximum image size, adjust compression, and convert your images to the Web-friendly JPEG format. Click **Next** to continue.
8. On the *Output Settings* page, specify the output folder, whether thumbnail and image names should have prefixes, and how thumbnails and their related images are linked. Select the **Advanced** tab to set the options for this wizard.
9. Click **Next** to create your album and wait a few moments while ACDSee generates the thumbnails and creates the HTML page.
10. Click **Finish** to exit the wizard and return to ACDSee.

Creating a contact sheet

You can create contact sheets - thumbnail previews of your images arranged on pages - that you can use to organize and share your images. You can use the Create Contact Sheet utility to save your contact sheets in multiple image formats, and as HTML image maps.

The size of the thumbnails depends on how many columns and rows the contact sheet displays, and how much space is displayed between them.

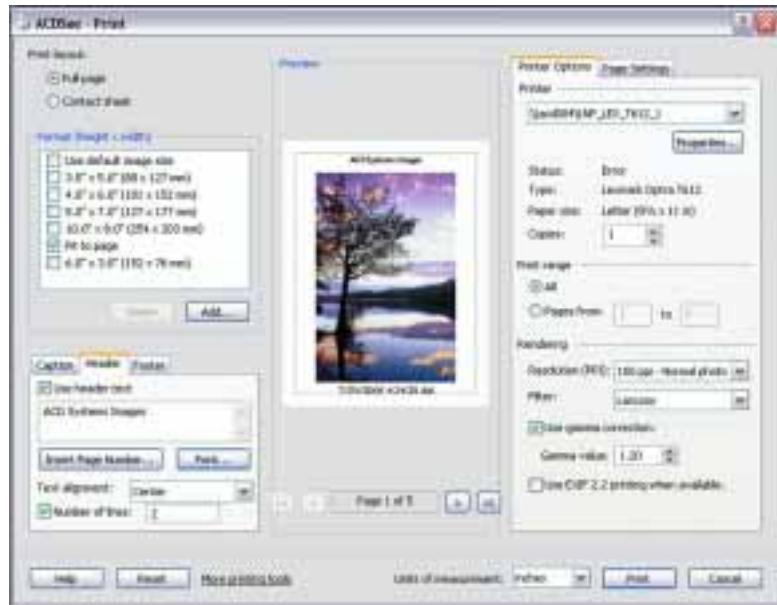
To create a contact sheet:

1. In the File List pane, select the images you want to include and click **Create | Create Contact Sheet**.
2. In the **Contact sheet format** area, set the Contact sheet format options. For more information, see “Setting contact sheet options” on page 177.
3. In the **Output Settings** area, set the Output Settings options as described below.
4. Select the **Caption**, **Header**, or **Footer** tab to specify the text options for your contact sheet. For more information about the text options, see “Adding text to pages” on page 179.
5. Click **OK**.

If you do not specify an output file path, the Create Contact Sheet utility places a file named Contact Sheet.<ext> in your default image folder. For multiple-page contact sheets, the utility adds a number to the file name; for example, Contact Sheet3.bmp.

Output Settings options

Page size	Width	Specifies the page width in pixels.
	Height	Specifies the page width in pixels.
Margins	Horizontal	Specifies the horizontal page margin in pixels.
	Vertical	Specifies the vertical page margin in pixels.
Output format	Format drop-down list	Specifies the image format for the contact sheet.
	Settings	Opens the Options dialog box for the selected format, if available.
Output file path	Path drop-down list	Displays the current file path to which ACDSee will save the contact sheet file. You can select a previously used path from this list.
	Browse	Specifies the output file path. In the Save As dialog box, type a name and click Save .
Image map options	Output an HTML image map	Creates an HTML image map. You can click a thumbnail to view the full-sized image. The image map, contact sheet, and original images must all be in the same folder.
	Path drop-down list	Displays the current file path to which ACDSee will save the image map. You can select a previously used path from this list.
	Browse	Specifies the output file path. In the Save As dialog box, type a name and click Save .



PRINTING

With the ACDSee print utility, you can print your images on any size of paper, in any orientation, and at any resolution your printer can support. You can also use the print utility to create and print contact sheets, complete with headers, footers, and captions specific to each image.

As you change the options in the Print dialog box, you can view a dynamically updated preview of the image and its position on the page. You can adjust the output size, print multiple copies of each image, and change the orientation of the images on each page.

Printing images in ACDSee

You can use the ACDSee print utility to print your images from the Browser or the Viewer, and create full page layouts or contact sheets.

To print your images:

1. Select the image or images you want to print, or open an image in the Viewer, and then click **File | Print**.
2. Under **Print Layout**, do one of the following:
 - Select **Full page**, and then choose a print size from the **Format** list, or click **Add** to create a custom format.
 - Select **Contact Sheet**, and then set the Contact sheet format options. For more information see “Setting contact sheet options” on page 177.
3. Select your preferred measurement units from the **Units of measurement** drop-down list.
4. On the **Printer Options** tab, specify the number of copies, the resampling filter, and the printer you want to use. For more information, see “Setting printer options” on page 178.
5. On the **Page Settings** tab, specify the size and positioning of your images. For more information, see “Adjusting page settings” on page 179.
6. Using the **Caption**, **Header**, and **Footer** tabs, set the text options for your pages. For more information, see “Adding text to pages” on page 179.
7. Click **Print**.

Creating a custom print format

You can create your own custom full page print formats and store them in the Print dialog box for future use.

To create a custom format:

1. In the Format area of the print dialog box, click **Add**.
2. In the Add Custom Format dialog box, select a measurement unit from the drop-down list.
3. Enter the dimensions for the new format in the **Format width** and **Format height** fields.
4. Click **Add**.
5. To remove a custom format, select it in the **Format** list, and click **Delete**.

Setting contact sheet options

The Contact sheet format area of the print utility contains settings you can adjust to control the appearance, layout, and size of your thumbnails.

Contact sheet format options

<i>Thumbnail settings</i>	Size	Specifies the number of columns and rows to create on each page.
	Spacing	Specifies the amount of space between rows or columns. In the Horizontal and Vertical spin boxes, type a value to indicate the amount of space to display.
<i>Frame options</i>	Use thumbnail frame	Creates a frame around each thumbnail.
	Margin	Specifies the width of the frame.
	Solid color	Specifies the frame's color. Click the color picker to define a color.
	Tiled image	Specifies an image to use as a frame. Click Browse to locate the image you want to use.
<i>Thumbnail options</i>	Colored drop shadow	Creates a drop shadow effect around each thumbnail. Click the color picker to define a color.
	Colored edge fade	Creates a fading frame effect around the image. Click the color picker to define a color.
	Colored matte	Creates a matte effect around each thumbnail. Click the color picker to define a color.
	Bevelled edges	Creates a bevelled edge effect on each thumbnail. This effect is not displayed in the Preview window.
<i>Page background options</i>	Solid color	Uses a solid color as a background for the page. Click the color picker to define a color.
	Tiled image	Uses a tiled image as the background for the page. Click Browse to locate the picture you want to use.

Setting printer options

When printing your images with ACDSee, you can specify which printer you want to use, and set the printer options.

Printer options

Printer	Specifies the printer you want to use. Select a printer from the drop-down list and click the Properties button to set its options. Refer to the printer manufacturer's manual or Help file for more information.
Copies	Specifies the number of copies you want to print.
Print range	Select one of the following options: <ul style="list-style-type: none"> • All: prints all of the pages in the document. • Pages from: prints a range of pages. Specify the first and last pages of the range in the fields.
Resolution	Specifies a resolution in pixels-per-inch (PPI) for the image. The higher the value, the more dots per inch, and the higher the resolution of the printed image. For example, 600 PPI is 360,000 (600 x 600) pixels per square inch.
Filter	Specifies the resampling filter. Click the drop-down list and select one of the following: <ul style="list-style-type: none"> • Box: displays considerable tiling or jaggies when you resize an image. • Triangle: produces good results for image reduction and enlargement, but displays sharp transition lines. • Bicubic: produces good results with photo-realistic images and with images that are irregular or complex. Uses interpolation to minimize the raggedness normally associated with image expansion. • Bell: smoothes the image. • B-Spline: produces smooth transitions, but may cause excessive blurring. • Lanczos: produces the sharpest images, but may also introduce some ringing artifacts. • Mitchell: produces smooth transitions when enlarging photo-realistic images. This filter is good compromise between the ringing effect of Lanczos and the blurring effect of other filters.
Use gamma correction	Applies gamma correction to the printed images. Type a number from 0.10 to 3.00 in the Gamma value field to adjust the gamma of the image. Higher values make the image appear brighter, while lower values make the image appear darker.

Printer options

Use EXIF 2.2 printing when available	Automatically checks for and uses the EXIF 2.2 metadata encoded within certain images to ensure accurate color reproduction. This option does not affect images without EXIF 2.2 printing.
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Adjusting page settings

You can use the options on the Page Settings tab to control the size of your printed images, and adjust the positioning of images on each page.

Page Settings options

Page position	Specifies where to place the image on each page.
Margins	Specifies the size of the margins. Type a value or click the arrows in the Top , Bottom , Left , and Right spin boxes.
Number of prints per image	Specifies how many copies of each image to print. The print utility adds pages as required.
Automatically rotate picture based on print format	Specifies whether you want the print utility to determine automatically which orientation to use for each image. If you select the check box, the print utility changes each page's orientation to best suit the image you are printing.
Maintain aspect ratio	Specifies whether you want the print utility to maintain the original image's aspect ratio. Select one of the following options to indicate how the print utility should handle the aspect ratio for oversized images: <ul style="list-style-type: none"> Crop image to fit print format: prints only the part of the image that fits within the print format. Shrink image to fit print format: prints the entire image, reduced to fit inside the print format.

Adding text to pages

You can add headers and footers to pages, and captions beneath your images. You can insert automatic page numbers into the header and footer, and file-specific information to display in the caption for each image.

To add captions to your printed images:

1. In the Print dialog box, select the **Caption** tab.
2. Select **Use caption text**.
3. Click **Font** to open the Font dialog box and set the font options.

4. In the text field, type the text you want the caption to display.
5. Click **Insert Metadata** to insert file-specific information into the caption for each image.
6. In the **Text alignment** drop-down list, select the caption positioning.
7. To set the maximum number of text lines for each caption to display, select the **Number of lines** check box and specify a number in the field.

To add headers and footers to your printed pages:

1. Do one or both of the following:
 - Click the **Header** tab and select **Use header text**.
 - Click the **Footer** tab and select **Use footer text**.
2. Click **Font** to open the Font dialog box and set the font options.
3. In the text field, type the text you want the caption to display.
4. To insert the current page number or the total number of pages into the text, click **Insert Page Number** and select an option from the menu.
5. In the **Text alignment** drop-down list, select the header or footer positioning.
6. To set a maximum number of text lines, select the **Number of lines** check box and specify a number in the field.

Ordering prints online

Enjoy the benefits of ordering photographic prints online from a reliable photo service provider partnered with ACD Systems. You can have prints of your favorite photos delivered right to your door, in the sizes and number of duplicates you want.

To order prints online:

In the Browser, click **Create | Prints and Gifts**.

The Order Prints tool opens in a new pane in the Browser. Follow the instructions in the pane to order your prints.

APPENDIXES

The following sections contain additional resources to help you make the most of ACDSee.

Included in the appendixes are: information on how to contact ACD Systems; a complete list of supported file formats, and an explanation of the different plug-in types; keyboard and mouse shortcuts; the default toolbar layouts for the Browser and Viewer; and a guide to the advanced system administrator options.

Appendix 1: Contacting ACD Systems

By purchasing this product, you receive ongoing, preferred treatment by our technical support team, should the need arise. If you have any technical related questions or general feedback, please visit our Web site at:

www.acdsystems.com/English/Support/

To view languages other than English, click the **Site Language** drop-down list and select the desired language.

Telephone

If you are unable to take advantage of our online contact options, you can call to speak with a company representative.

	Hours of operation	Telephone
North America (English)	Monday to Friday 7am to 5pm Pacific Standard Time	(250) 544-6701
Europe	Monday to Friday 8am to 6pm Central European Time	0049 (0) 1805-223743
International (All other languages)	Monday to Friday 8am to 4pm Pacific Standard Time	(250) 544-6700

Please note that telephone calls for North American and International support are subject to international rates if calling from outside of Canada, and/or long distance charges if calling from within Canada.

Mail

Contact us by mail at:

International: ACD Systems Ltd. PO Box 36 Saanichton, BC V8M 2C3, Canada	United States: ACD Systems Ltd. 1150 NW 72 Ave, Suite 180 Miami, FL USA 33126
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About the ACDInTouch Service

ACDInTouch is a data exchange service. When you connect, information is sent to you so that you can read up-to-date information directly in the ACDInTouch pane. This information is relevant to your product, such as upgrades, plug-ins, and related software from ACD Systems that may also be of interest to you.

For information on ACD Systems' Privacy Policy, visit our Web site at:

www.acdsystems.com/english/company/privacy.htm

Appendix 2: Supported File Formats

ACDSee supports over 50 different file formats. The files that you can view or edit and save with ACDSee depend on which file format support plug-ins are installed on your computer, and associated with ACDSee. For even more supported file formats, you can download plug-ins from myACD or from our Web site:

www.ACDSsystems.com

For more information about plug-ins, see “Working with plug-ins” on page 189.

Image formats

ACDSee supports the following image formats. For full file format support, see “System requirements” on page 4.

Image read support formats

ANI	Windows animated cursor	<i>Shows cursor animation</i>
ART	AOL ART	<i>Still images</i>
BMP	Windows Bitmap	<i>Windows and OS/2; 2/8/16/24/32 bpp; RLE and uncompressed</i>
CNV	Canvas	<i>Thumbnails only</i>
CR2	Canon RAW CR2	
CRW	Canon RAW CRW	
CUR	Windows cursor	
CVX	Canvas	<i>Thumbnails only</i>
DCR	Kodak RAW DCR	
DCX	Multiple-page PCX	<i>All sub-types and multiple pages supported</i>
DJV	DjVu	
EMF	Enhanced Metafile Format	<i>Win32 enhanced placeable metafiles</i>
EPS	Encapsulated PostScript	<i>Displays embedded thumbnail (TIFF formats) and first page only</i>
FPX	FlashPix	<i>Multiple resolution support</i>

Image read support formats

GIF	Graphics Interchange Format	<i>Single page and animated; 87a and 89a</i>
ICN	AT&T ICN	
ICO	Windows icon	<i>Shows multiple resolutions as separate pages</i>
IFF	EA/Amiga Interchange File Format	<i>1-24 bpp, including HAM and HAM8; multiple pages and animations not supported</i>
JP2	JPEG2000	<i>48-bit support</i>
JPC	JPEG2000	<i>48-bit support</i>
JPG	JPEG JFIF	<i>JFIF and Adobe CMYK</i>
KDC	Kodak KDC	<i>Reads both the full image and the embedded thumbnail</i>
MAG	MAG	<i>All sub-types supported</i>
MRW	Konica Minolta RAW	
NEF	Nikon RAW	
ORF	Olympus RAW	
PBM	Portable BitMap	
PCD	Kodak PhotoCD	<i>Up to 3072x2048 resolution (16BASE)</i>
PCX	ZSoft Publishers Paintbrush	<i>All sub-types supported</i>
PEF	Pentax RAW PEF	
PGM	Portable GrayMap	
PIC	SoftImage PIC	<i>All sub-types supported</i>
PCT	Macintosh PICT	
PDF	Adobe Acrobat documents	<i>Can read all pages.</i>
PIX	Alias PIX	<i>24 bpp</i>
PNG	Portable Network Graphics	<i>All sub-types supported</i>
PPM	Portable PixMap	
PS	Adobe Postscript	<i>First page only</i>

APPENDIX 2: SUPPORTED FILE FORMATS

Image read support formats

PSD	Adobe PhotoShop Document	<i>RGB, grayscale, duotone, paletted and bi-level Lab color interpreted as grayscale only</i>
PSP	Paint Shop Pro	<i>Version 5 and version 6</i>
Quick-Time	.qtif, .qif, .qfi	<i>Support for Apple QuickTime still image codecs</i>
RAF	Fujifilm RAW	
RAS	Sun Raster	<i>Uncompressed and RLE compressed</i>
RAW	Pentax RAW, Leica RAW, Contax RAW, Casio RAW	
RSB	Red Storm image format	<i>All sub-types are supported</i>
SGI	SGI Image Format	<i>8-32 bpp; no colormaps; RLE or uncompressed</i>
TGA	Targa TGA	<i>All sub-types supported</i>
TIFF	Tag Image File Format	<i>1/2/4/8/12/16 bits per sample, 1-4 samples per pixel Bilevel/RGB/Paletted/CMYK/YCrCb/LOGL/ LOGLUV; Uncompressed/PackBits/LZW// ThunderScan/SGILog/CCITT/ZIP/NEXT/New-JPEG (no v6.0 JPEG support) Support for multi-page documents Kodak RAW TIFF, Canon RAW TIFF</i>
WBMP	Wireless Bitmap	
WMF	Windows Metafile Format	<i>Win 3.x placeable metafiles</i>
X3F	Sigma RAW X3F	
XBM	X bitmap	
XPM	X pixmap	

Image write support formats

BMP	Windows Bitmap	<i>Windows 1/8/24 bpp</i>
GIF	Graphics Interchange Format	<i>Non-interlaced GIF 89a only</i>

Image write support formats

IFF	EA/Amiga Interchange File Format	<i>1-24 bpp, including HAM and HAM8; multiple pages and animations not supported</i>
JP2	JPEG2000	
JPEG	JPEG JFIF	<i>8 and 24 bpp. Progressive and baseline; Adjustable compression factor, subsampling, smoothing and Huffman code optimization</i>
PCX	ZSoft Publisher's Paintbrush	<i>8 and 24 bpp; RLE compressed</i>
PNG	Portable Network Graphics	<i>1/4/8 bpp colormapped; 24 bpp RGB</i>
PSD	Adobe PhotoShop Document	<i>RGB, grayscale, duotone, paletted and bi-level Lab color interpreted as grayscale only</i>
RAS	Sun Raster	<i>Uncompressed and RLE compressed</i>
RSB	Red Storm image format	<i>All sub-types supported</i>
SGI	SGI Image Format	<i>8-32 bpp; no colormaps; RLE or uncompressed</i>
WBMP	Wireless Bitmap	
TGA	Targa TGA	<i>8 and 24 bpp. RLE and uncompressed, Top-down and bottom-up</i>
TIFF	Tag Image File Format	<i>1/8/24 bits per pixel, single-page; Uncompressed, CCITT3, CCITT4, LZW, Deflate (ZIP), and JPEG compression; Adjustable DPI tags</i>

Archive formats

ACDSee supports the following archive file formats. For full file format support, see “System requirements” on page 4.

Archive read support formats

ARJ	ARJ archive	<i>ARJ format</i>
CAB	CAB archive	<i>Microsoft CAB file format</i>
GZ	GZ archive	<i>Unix GZIP (GnuZIP)</i>
LHA	LHA and LZH archives	<i>Lhd, lz4, lh0, lh1, lh4, lh5, lh6, lh7, Lzh</i>
RAR	RAR archive	<i>RAR format</i>

APPENDIX 2: SUPPORTED FILE FORMATS

Archive read support formats

TAR	TAR archive	<i>Unix TAR format</i>
TGZ	TGZ archive	<i>TAR format compressed with GZIP</i>
UU	UU archive	<i>UUEncoded files</i>
ZIP	ZIP archive	<i>Store and Deflate</i>

Archive write support formats

LHA	LHA and LZH archives	<i>Lhd, lz4, lh0, lh1, lh4, lh5, lh6, lh7, Lzh</i>
ZIP	ZIP archive	<i>ZIP format</i>

Video and audio formats

ACDSee supports the following multimedia file formats. For full file format support, see “System requirements” on page 4.

Video and audio read support formats

AIF	<i>Audio Interchange File Format</i>
AIFC	<i>Audio Interchange File Format</i>
AIFF	<i>Audio Interchange File Format</i>
ASF	<i>Active Streaming File - HotMetaL Pro</i>
AU	<i>A sound file format used on Sun Microsystems or other UNIX computers</i>
AVI	<i>AVI movie format</i>
GSM	<i>Global System for Mobile Audio</i>
M15	<i>Apple MPEG-1 Video</i>
M1A	<i>Apple MPEG-1/2 Audio</i>
M1V	<i>Apple MPEG-1 Video</i>
M2A	<i>Apple Mpeg-1/2 Audio</i>
M3U	<i>MP3 Playlist files</i>
M75	<i>Apple MPEG-1 Video</i>
MOV	<i>QuickTime movie</i>
MP2	<i>MPEG Layer II compressed audio</i>
MP3	<i>MPEG Layer III compressed audio</i>
MPA	<i>Apple MPEG-1/2 Audio</i>
MPEG	<i>MPEG movie or animation file</i>

Video and audio read support formats

MPG	<i>MPEG encoded file</i>
MPV	<i>Apple MPEG-1 Video</i>
QCP	<i>Qualcomm PureVoice</i>
QTPF	<i>QuickTime PreFlight Text</i>
SD2	<i>Sound Designer II</i>
SMI	<i>Synchronized Multimedia Integration Language</i>
SMIL	<i>Synchronized Multimedia Integration Language</i>
SML	<i>Synchronized Multimedia Integration Language</i>
SND	<i>Sound file</i>
SWA	<i>MPEG layer III audio</i>
SWF	<i>Macromedia Flash 4</i>
ULW	<i>ULAW - Sun/NeXT</i>
VFW	<i>Video for Windows</i>
WAV	<i>Sound file</i>
WMV	<i>Windows Metafile</i>

Working with plug-ins

A plug-in is a software module that adds functionality to a larger program. ACDSee comes standard with many different plug-ins and you can download new plug-ins from our Web site.

To access the Plug-in Settings dialog box:

Click **Tools | Plug-in Settings**.

There are six types of plug-ins:

- **Image Decode:** allows ACDSee to display images of many different file formats. The files that you can view with ACDSee depend on which decoding plug-ins are installed on your computer.
- **Image Encode:** allows ACDSee to save (or convert) images to many different file formats. The files that you can edit and save with ACDSee depend on which encoding plug-ins are installed on your computer.
- **Archive:** allows ACDSee to display and save archives of many different file formats. The archives that you can view and create with ACDSee depend on which archive plug-ins are installed on your computer.
- **Camera:** allows ACDSee to browse images on certain older digital cameras and transfer them to a folder on your hard drive. Most newer

camera models connect to your computer with drivers or as a mass storage device, and do not require a camera plug-in. If you are using an older model digital camera, you can download free camera plug-ins from our Web site.

- **Command Extension:** adds functionality to ACDSee. For example, there is a plug-in that you can use to share your images over the Internet.
- **Pane Extension:** adds a pane to the ACDSee Browser where you can perform tasks like order prints of your digital images.



We cannot ensure the quality of plug-ins that are not certified by ACD Systems. As with any other piece of software, you are trusting that the plug-in is free from viruses and that the company that produced the plug-in is trustworthy.

Viewing plug-in properties

You can view and set properties for certain plug-ins.

To view plug-in properties:

1. In the Plug-in Settings dialog box, select one of the Plug-in tabs.
2. Select a plug-in in the Plug-ins list.
3. Click the **Properties** button.

Disabling and prioritizing plug-ins

Some file formats are supported by more than one plug-in. You can control which plug-in is used to read or write a file format by changing the order of the plug-ins in the list, or by disabling plug-ins that you don't want ACDSee to use.

The order that plug-ins appear in the Plug-in Settings dialog box is the order in which ACDSee uses the plug-ins.

To change the plug-in order:

1. In the Plug-in Settings dialog box, select one of the Plug-in tabs.
2. Select a plug-in name in the **Plug-ins** list.
3. Do one of the following:
 - Click the **Move up** button to move the plug-in higher in the list.
 - Click the **Move down** button to move the plug-in lower in the list.
4. Click **OK**.



Susie plug-ins do not have the features and speed of ACD Systems' plug-ins. Therefore, it is recommended that you give Susie plug-ins a low priority to prevent them from being used instead of an ACD Systems' plug-in. Also, you can disable Susie plug-ins that overlap the file formats that ACD Systems' plug-ins support.

Appendix 3: Default toolbar layouts

The Browser and the Viewer have toolbars that provide shortcuts to commonly used tools and commands. This section describes the buttons and their functions on the default toolbar for each part of ACDSee. For information on changing the buttons included in each toolbar, see “Customizing toolbars” on page 11.

Browser default toolbar layout

	Back	Returns to the previous folder you browsed in the File List pane.
	Forward	Returns to the folder you last moved back from in the File List pane.
	Up	Moves the focus of the File List pane up one level in the folder tree.
	Search	Opens the Search pane.
	Acquire	Launches the Acquire Wizard, which you can use to acquire images from devices such as digital cameras.
	Send	Displays a menu you can use to send your images via email, create a SendPix album, or publish to TiVo.
	Create	Displays a menu you can use to create slide shows, discs, albums, and contact sheets.
	Modify	Displays a menu you can use to apply editing tools to multiple images.
	Slide Show	Launches the ACDSee Slide Show.
	Print	Opens the current image in the Print utility dialog box.
	Edit	Opens the current image in Edit Mode, or in your default image editing application.
	ACDInTouch	Connects to the ACDInTouch service.
	myACD	Opens the myACD Control Panel, which you can use to enter license numbers, view the status of the ACD Systems products installed on your system, and purchase additional software.
	Help	Opens the ACDSee Help file.

Viewer default toolbar layout

	Edit Mode	Opens Edit Mode, in which you can adjust and enhance your current image.
	Open	Opens the Open files dialog box, in which you can select one or more items to open in the Viewer.
	Browse	Closes the Viewer and returns you to the Browser window.
	Save As	Opens the Save Image As dialog box so you can save your changes, or rename your file.
	Previous	Displays the previous image.
	Next	Displays the next image.
	Auto Advance	Starts the Auto Advance slide show.
	Scroll	Moves images that are larger than the display area so that you can see hidden areas. The mouse pointer changes to a hand you can use to grab and drag the image.
	Select Tool	Selects a rectangular area of the image.
	Zoom Tool	Zooms in on the image area you click.
	Rotate Left	Rotates the image counter-clockwise in 90-degree increments.
	Rotate Right	Rotates the image clockwise in 90-degree increments.
	Zoom In	Increases the magnification of the current image.
	Zoom Out	Reduces the magnification of the current image.
	Zoom Menu	Opens a menu of Zoom options.
	Print	Opens the Print utility.
	Set Wallpaper	Sets the current image as your desktop wallpaper.

Viewer default toolbar layout

	Image Audio	Opens the Image Audio menu, in which you can play, stop, edit, record, and delete embedded and associated image audio.
	Move To	Opens the Move Files dialog box, in which you can move files to existing or new folders.
	Copy To	Opens the Copy Files dialog box, in which you can copy files to existing or new folders.
	Delete	Deletes the current image to the desktop Recycle Bin.
	Properties	Opens the Properties pane, in which you can view, change, and add to an image's properties and metadata.
	Help	Opens the ACDSee Help file.

Appendix 4: Keyboard shortcuts

You can use keyboard shortcuts for many of the tasks that you perform in ACDSee to help increase your efficiency.

The keyboard shortcuts available depend on which part of ACDSee you are currently using.

Browser keyboard shortcuts

You can use the following keyboard shortcuts when working in the Browser.

Browser keyboard shortcuts

<i>Shortcut</i>	<i>Resulting action</i>
ˋ (grave accent)	Toggles image audio on or off.
- (minus sign)	Sorts the contents of the File List pane in reverse order.
+ (plus sign)	Sorts the contents of the File List pane in forward order.
ALT + <LEFT ARROW>	Returns to the previous folder you browsed in the File List pane.
ALT + <RIGHT ARROW>	Returns to the folder you last moved back from in the File List pane.
ALT + A	Opens the Acquire Wizard.
ALT + C	Copies one or more selected files to a folder you specify.
ALT + COMMA	Opens the previous tab in the Properties pane.
ALT + ENTER	Opens or closes the Properties pane.
ALT + F4	Closes ACDSee.
ALT + I	Opens the Filters dialog box where you can specify the types of files displayed in the File List pane.
ALT + M	Moves one or more selected files to a folder you specify.
ALT + O	Opens the Options dialog box.
ALT + P	Opens the Copy EXIF Information Wizard.
ALT + PERIOD	Opens the next tab in the Properties pane.
ALT + SHIFT + F	Maximizes the File List pane.
ALT + W	Restores your desktop wallpaper to the settings you were using before you applied an ACDSee wallpaper.
ALT + X	Removes the selected item from the Image Basket.
BACKSPACE	Moves up one level in the folder tree.

Browser keyboard shortcuts

Shortcut	Resulting action
CTRL + NUMBER (0 - 5)	Assigns a rating to the currently selected item. Use only the numeric keypad for these shortcuts. Press CTRL + 0 to remove a rating.
CTRL + PLUS SIGN (+)	Automatically sizes the columns in the current view mode.
CTRL + A	Selects the entire contents of the current folder.
CTRL + B	Adds the selected items to the Image Basket.
CTRL + C	Copies the selected items to the Clipboard.
CTRL + D	Opens the Edit Caption dialog box.
CTRL + E	Opens the currently selected image in the default editor.
CTRL + ENTER	Opens or closes the Properties pane.
CTRL + F	Opens the Convert File Format dialog box.
CTRL + G	Generates a file listing as a text document.
CTRL + I	Selects all images in the current folder.
CTRL + INSERT	Copies selected items to the Clipboard.
CTRL + J	Opens the Rotate/Flip Images dialog box.
CTRL + K	Places the cursor in the Keywords field of the Properties pane.
CTRL + L	Opens the Adjust Image Exposure dialog box.
CTRL + N	Opens a second instance of the ACDSee Browser.
CTRL + O	Opens the Open files dialog box, in which you can select one or more images to open in the Viewer.
CTRL + P	Opens the currently selected image or images in the ACDSee Print utility.
CTRL + R	Opens the Resize Images dialog box.
CTRL + S	Creates a slide show from the currently selected images.
CTRL + T	Opens the Adjust Image Time Stamp dialog box.
CTRL + TAB	Moves the focus of the Browser between the currently displayed panes.
CTRL + V	Pastes the contents of the Clipboard.
CTRL + W	Closes ACDSee.
CTRL + X	Cuts the currently selected items to the Clipboard.
CTRL + SHIFT + I	Opens or closes the Folders pane.
CTRL + SHIFT + 2	Opens or closes the Organize pane.

Browser keyboard shortcuts

<i>Shortcut</i>	<i>Resulting action</i>
CTRL + SHIFT + 3	Opens or closes the Search pane.
CTRL + SHIFT + 4	Opens or closes the Calendar pane.
CTRL + SHIFT + 5	Opens or closes the Image Basket.
CTRL + SHIFT + A	Selects all files in the current folder.
CTRL + SHIFT + B	Displays or hides the status bar.
CTRL + SHIFT + C	Copies the currently selected image to the Clipboard.
CTRL + SHIFT + D	Clears your current selection.
CTRL + SHIFT + E	Opens the current file in the default system application or opens a dialog box where you can select an application.
CTRL + SHIFT + F	Toggles the full-screen view for the File List pane.
CTRL + SHIFT + I	Inverts your current selection.
CTRL + SHIFT + L	Opens or closes the Selective Browsing pane.
CTRL + SHIFT + M	Toggles the main Browser menu.
CTRL + SHIFT + O	Opens the file using the system application associated with its file extension.
CTRL + SHIFT + P	Opens or closes the Preview pane.
CTRL + SHIFT + S	Displays or hides the context-sensitive toolbar.
CTRL + SHIFT + T	Displays or hides the main Browser toolbar.
CTRL + SHIFT + TAB	Moves the focus of the Browser between the currently displayed panes.
CTRL + SHIFT + W	Sets the selected image as a tiled desktop wallpaper.
DELETE	Deletes the selected items to the Recycle Bin.
F1	Opens the ACDSee Help file.
F2	Renames one or more selected files.
F3	Opens the Search pane.
F4	Displays the Contents bar drop-down list.
F5	Refreshes the Browser.
F6	Changes the File List to Thumbs+Details view mode.
F7	Changes the File List to Filmstrip view mode.
F8	Changes the File List to Thumbnails view mode.
F9	Changes the File List to Tiles view mode.
F10	Changes the File List to Icons view mode.

Browser keyboard shortcuts

<i>Shortcut</i>	<i>Resulting action</i>
F11	Changes the File List to List view mode.
F12	Changes the File List to Details view mode.
SHIFT + DELETE	Removes the selected item from your hard drive.
SHIFT + F5	Refreshes the File List pane.
SHIFT + INSERT	Pastes the contents of the Clipboard.
SHIFT + TAB	Moves the focus of the Browser to the previous pane or tool in sequence.
TAB	Moves the focus of the Browser to the next pane or tool in sequence.

Viewer keyboard and mouse shortcuts

You can use the following keyboard and mouse shortcuts while working in the Viewer.

Viewer keyboard shortcuts

<i>Shortcut</i>	<i>Resulting action</i>
\ (backslash)	Zooms the image to actual size.
= (equal sign)	Increases the magnification of the current image (zooms in).
` (grave accent)	Toggles image audio on or off.
- (minus sign)	Decreases the magnification of the current image (zooms out).
ALT + <DOWN ARROW>	Zooms the image to fit the height within the Viewer window. Does not enlarge, only reduces.
ALT + <RIGHT ARROW>	Zooms the image to fit the width within the Viewer Window. Does not enlarge, only reduces.
ALT + BACKSLASH (\)	Engages the zoom lock.
ALT + C	Copies current file to a folder you specify.
ALT + COMMA	Moves the focus in the Properties pane to the previous tab.
ALT + D	Opens the Edit Caption dialog box.
ALT + ENTER	Opens or closes the Properties pane.
ALT + F4	Closes the Viewer window.
ALT + O	Opens the ACDSee Options dialog box.
ALT + PERIOD	Moves the focus in the Properties pane to the next tab.
ALT + R	Opens the Rename File dialog box.
ALT + S	Starts or stops the Auto Advance slide show.
ALT + SHIFT + L	Displays the previous image in sequence.
ALT + W	Restores your desktop wallpaper to the settings you were using before you applied an ACDSee wallpaper.
ALT + X	Removes currently displayed item from the Image Basket.
B	Displays or hides the status bar.
BACKSPACE	Displays the previous item in the slide show, Auto Advance, or Viewer sequence.
CTRL + A	Displays or hides headers and footers.
CTRL + B	Adds currently displayed item to the Image Basket.
CTRL + C	Copies the currently displayed file to the Clipboard.

Viewer keyboard shortcuts

Shortcut	Resulting action
CTRL + D	Opens the Edit Caption dialog box.
CTRL + E	Opens the current image in the default editing application.
CTRL + F	Opens the Convert File Format dialog box.
CTRL + F4	Closes the current item.
CTRL + INSERT	Copies the selected portion of an image to the Clipboard.
CTRL + J	Opens the Rotate/Flip Images dialog box.
CTRL + L	Opens the current image in Edit Mode, and activates the Adjust Exposure tool.
CTRL + M	Moves the current item to a folder you specify.
CTRL + MINUS SIGN (-)	Reduces the magnification of the area inside the Magnifying Glass pane.
CTRL + O	Opens the Open files dialog box, in which you can select one or more images to open in the Viewer.
CTRL + P	Opens the current image in the ACDSee Print utility.
CTRL + PLUS SIGN (+)	Increases the magnification of the area inside the Magnifying Glass pane.
CTRL + Q	Clears the current selection.
CTRL + R	Opens the current image in Edit Mode, and activates the Resize tool.
CTRL + S	Opens the Save Image As dialog box, in which you can save your image with a different name or file format.
CTRL + SLASH (/)	Engages the zoom lock.
CTRL + T	Opens the Change Image Time Stamp dialog box.
CTRL + V	Pastes the contents of the Clipboard.
CTRL + W	Closes the Viewer window.
CTRL + X	Cuts the current item to the Clipboard.
CTRL + Y	Redo previously undone operation.
CTRL + Z	Undo previous operation.
CTRL + ALT + <LEFT ARROW>	Rotates the current image 90-degrees counterclockwise.
CTRL + ALT + <RIGHT ARROW>	Rotates the current image 90-degrees clockwise.
CTRL + SHIFT + A	Opens or closes the Magnifying Glass.
CTRL + SHIFT + B	Displays or hides the status bar.

Viewer keyboard shortcuts

Shortcut	Resulting action
CTRL + SHIFT + C	Copies the currently displayed image to the Clipboard.
CTRL + SHIFT + F	Toggles full screen mode.
CTRL + SHIFT + F4	Closes all images.
CTRL + SHIFT + G	Removes tiled image from the background of the Viewer window.
CTRL + SHIFT + H	Opens or closes the Histogram pane.
CTRL + SHIFT + L	Opens the previous image.
CTRL + SHIFT + M	Displays or hides the main menu bar.
CTRL + SHIFT + P	Prints all currently selected images, or all images in the current folder.
CTRL + SHIFT + Q	Opens the Edit Header/Footer dialog box, in which you can specify the text to display on your images in the Viewer.
CTRL + SHIFT + S	Opens or closes the Navigator pane.
CTRL + SHIFT + T	Displays or hides the main Viewer toolbar.
CTRL + SHIFT + V	Toggles the Page View pane while viewing multiple page images
CTRL + SHIFT + W	Sets the selected image as a tiled desktop wallpaper.
DELETE	Deletes the current image to your Recycle Bin.
END	Displays the last of your selected items, or the last item in the current folder
ENTER	Closes the Viewer and returns to the Browser.
ESC	Closes current dialog box, or closes the Viewer and returns to the Browser.
F	Toggles full screen mode.
F1	Opens the ACDSee Help file.
F2	Opens the Rename File dialog box.
F5	Refreshes the Viewer window and reloads the current image.
HOME	Displays the first of your selected items, or the first item in the current folder.
INSERT	Opens the Open files dialog box, in which you can select one or more images to open in the Viewer.
L	Toggles the pan lock.
PAGE DOWN	Displays the next item.
PAGE UP	Displays the previous item.

Viewer keyboard shortcuts

Shortcut	Resulting action
PAUSE	Stops or starts the Auto Advance slide show.
SHIFT + 1	Changes the image color depth to black and white.
SHIFT + 2	Changes the image color depth to 16 grays.
SHIFT + 3	Changes the image color depth to 256 grays.
SHIFT + 4	Changes the image color depth to 16 colors.
SHIFT + 5	Changes the image color depth to 256 colors.
SHIFT + 6	Changes the image color depth to Hicolor.
SHIFT + 7	Changes the image color depth to Truecolor.
SHIFT + BACKSPACE	Displays the previous page in a multiple-page image.
SHIFT + DELETE	Removes the current item from your hard drive.
SHIFT + E	Opens the current file in the default system application or opens a dialog box where you can select an application.
SHIFT + END	Displays the last page of the current multiple-page image.
SHIFT + ENTER	Closes the Viewer and returns to the Browser.
SHIFT + ESC	Minimizes the Viewer window.
SHIFT + F1	Activates the image scrolling tool.
SHIFT + F2	Activates the selection tool.
SHIFT + F3	Activates the zoom tool.
SHIFT + HOME	Displays the first page of the current multiple-page image.
SHIFT + INSERT	Pastes the contents of the Clipboard.
SHIFT + L	Opens the file using the system application associated with its file extension.
SHIFT + PAGE DOWN	Displays the next page in a multiple-page image.
SHIFT + PAGE UP	Displays the previous page in a multiple-page image.
SHIFT + SPACEBAR	Displays the next page in a multiple-page image.
SHIFT + TAB	Moves the focus of the Properties pane to the previous field.
SHIFT + Z	Activates the Select tool, and zooms into the selected area.
SPACEBAR	Displays the next item in the slide show, Auto Advance, or Viewer sequence.
T	Displays or hides the main Viewer toolbar.
TAB	Moves the focus of the Properties pane to the next field.
Z	Opens the Set Zoom Level dialog box.

Viewer keyboard shortcuts

<i>Shortcut</i>	<i>Resulting action</i>
Note:	
<i>Use the numeric keypad for the following Viewer keyboard shortcuts.</i>	
* (asterisk)	Automatically zooms the image to fit within the Viewer window.
- (minus sign)	Reduces the magnification of the image (zooms out).
+ (plus sign)	Increases the magnification of the image (zooms in).
/ (slash)	Zooms the image to its actual size.
1	Displays the last item in the current folder.
3	Displays the next item.
7	Displays the previous item.
9	Displays the last item in the current folder.

Viewer mouse shortcuts

<i>Shortcut</i>	<i>Resulting action</i>
Double-click	Closes the Viewer and returns to the Browser.
Right-click	Opens the Viewer shortcut menu.
Left + Right-click	Toggles full screen mode.
Middle click	Toggles full screen mode (on 3-button mouse).
Wheel click	Toggles full screen mode.
Wheel up	Displays the previous item.
Wheel down	Displays the next item.
CTRL + Wheel up	Increases the magnification of the image (zooms in).
CTRL + Wheel down	Decreases the magnification of the image (zooms out).
SHIFT + Wheel up	Displays the previous page of a multiple-page image.
SHIFT + Wheel down	Displays the next page of a multiple-page image.

Appendix 5: System administrator options

ACDSee provides several options to assist system administrators, including the ability to enter command lines, and support for the the DDE command, “open”.

Command line arguments

Command lines can be entered from the **Start | Run** command in Windows.

Default behavior (no arguments)

When no command line arguments are given, ACDSee opens the Browser to the default folder.

Specifying images to view

You can supply ACDSee with one or more image files as a command line argument. Wildcards are permitted.

For example, to start ACDSee and have it view all the .JPG files in the c:\images folder: *acdsee7 c:\images*.jpg*

If any file name includes spaces, you must enclose the file name in quotation marks:

For example, *acdsee7 "Metal Links.bmp"*

For example, *acdsee7 "C:\My Pictures\Spot.psd" D:\Downloads*.jpg*

Browsing a particular folder or archive

You may browse a particular folder or archive using a command-line argument:

For example, *acdsee7 c:\images* starts the ACDSee browser in the c:\images folder.

Starting in View mode (with no images)

You can start ACDSee in View mode, without an image, by specifying the */v* command line switch:

For example, *acdsee7 /v*

ACDSee ignores all other command-line arguments when the */v* switch is present.

Printing

You can use ACDSee to print one or more images and exit by specifying the **/p** command line switch:

For example, *acdsee7 /p "C:\My Pictures\Spot.psd"*
*"D:\Downloads*jpg"*

You can bypass the printer selection and print setup dialog boxes that normally appear by adding an exclamation mark (!) to the **/p** switch.

For example, *acdsee7 /p! "Gloxina.jpg"*

Slide show

Use the **/ss** command-line switch to specify that ACDSee should start a slide show on startup.

Use the **/seq:forward**, **/seq:reverse** or **/seq:random** to specify the order of the slide show.

Include the path to the folder and the images to be used in the slide show.

For example, *acdsee7 /ss /seq:random "d:\images*jpg"*

Full-screen mode

Use the **/fullscreen** command-line switch to start ACDSee in full-screen mode.

Synchronize to folder

Use the **/sync <folder>** command-line switch to synchronize ACDSee to the specified folder.

DDE interface

ACDSee is a DDE server application. The only supported DDE command is "open," which is used by the Windows shell to open image files using ACDSee.

Syntax

Server cmd-line: Acdsee7.exe /

Service: ACDSee

Topic: System

Command: [open[-add | -noadd][-viewall | -noviewall]("<image-file-1>","<image-file-2>,...)]

The Add option

- add** Add the specified images to the current image sequence.
- noadd** Replace the current image sequence with the specified images.
- <default>** Add or replace according to the Startup option found in the **Tools | Options, Viewer** page.

The Viewall option

- viewall** Add all images in the folders containing the specified images to the image sequence.
- noviewall** Only add the specified images to the image sequence.
- <default>** View all according to the View all images in folder option found in the **Tools | Options, Viewer** page.

Command examples

```
[open-add("c:\images\apple.jpg", "c:\images\quince.jpg")]
[open-noadd-viewall("c:\images\animals\dog.jpg")]
[open-noadd("c:\images\animals\*.jpg")]
[open-noadd("c:\images\animals.ais")]
```

Sample

The following sample illustrates how a client can use the Open command with ACDSee.

```
#include <ddeml.h>

/*****
* DDEView *
*****/

static HDDEDATA CALLBACK DdeCallback(UINT, UINT, HCONV,
HSZ, HSZ, HDDEDATA,
DWORD, DWORD)

{
    return (HDDEDATA)NULL;
}

int DDEView(const char* pszAppPath,
// path to acdsee7.exe (can just use "acdsee7.exe" if
ACDSee is installed correctly)
```

APPENDIX 5: SYSTEM ADMINISTRATOR OPTIONS

```
const char* pszFiles, // path to image file(s) - each file
must be enclosed in quotes and separated by a space

int fAdd, // 0=>replace, 1=>add, -1=>according to options
setting

int fViewAll) // 0=>view all in folder, 1=>only this,
-1=>options setting

{

DWORD idDDE=0;

UINT err = DdeInitialize(&idDDE, (PFNCALLBACK)
DdeCallback,
APPCLASS_STANDARD | APPCMD_CLIENTONLY, 0);

if (err == DMLERR_NO_ERROR)

{

HSZ hszDDEService, hszDDETopic;

HCONV hconv;

hszDDEService = DdeCreateStringHandle(idDDE, "ACDSee",
CP_WINANSI);

hszDDETopic = DdeCreateStringHandle(idDDE, "System",
CP_WINANSI);

hconv = DdeConnect(idDDE, hszDDEService, hszDDETopic,
NULL);

if (!hconv &&
DdeGetLastError(idDDE)==DMLERR_NO_CONV_ESTABLISHED)

{

int rc = (int)ShellExecute(NULL, NULL, pszAppPath,
"/v", "", SW_SHOWDEFAULT);

if (rc <= 32) return rc;

// try to connect to server every 50 ms for up to 1 second

// (give server a chance to start up)

for (int i=0 ; i<20 && !hconv ; i++)

{
```

```
hconv = DdeConnect(idDDE, hszDDEService, hszDDETopic,
NULL);

if (!hconv) err = DdeGetLastError(idDDE);

Sleep(50);

}

}

if (hconv)

{

char* pszCmd;

char szVerb[80] = "open";

if (fAdd != -1) lstrcat(szVerb, fAdd ? "-add" : "-noadd");

if (fViewAll != -1) lstrcat(szVerb, fViewAll ? "-viewall" :
"-noviewall");

pszCmd = (char*)malloc(lstrlen(szVerb) + lstrlen(pszFiles)
+ 5);

// wsprintf does not work with >1024 character strings

wsprintf(pszCmd, "[%s(%s, szVerb);

lstrcat(pszCmd, pszFiles);

lstrcat(pszCmd, ")])";

DdeClientTransaction((BYTE*)pszCmd, lstrlen(pszCmd)+1,
hconv, 0, 0,

XTYP_EXECUTE, TIMEOUT_ASYNC, NULL);

err = DdeGetLastError(idDDE);

free(pszCmd);

}

DdeFreeStringHandle(idDDE, hszDDEService);

DdeFreeStringHandle(idDDE, hszDDETopic);

DdeUninitialize(idDDE);

}
```

APPENDIX 5: SYSTEM ADMINISTRATOR OPTIONS

```
    return err;  
}  
void main()  
{  
    DDEView("acdsee7.exe", "\"c:\images\cat.jpg\""  
    , "\"c:\images\dog.jpg\"", 0, 0);  
}
```

GLOSSARY

The following is a list of some of the more technical terms used in this manual, and within ACDSee. Also contained within the Glossary are some common digital imaging terms and their definitions, with which beginning or novice users may be unfamiliar.

A

ACDInTouch

A data exchange service for staying in touch with new developments from ACD Systems.

acquire

An ACD Systems method of:

- locating images on peripheral devices (such as scanners and digital cameras) and adding the images to your hard drive;
- taking screen captures.

album

A collection of images. Albums contains shortcuts to where the images are stored on your hard disk drive. Albums in previous versions of ACDSee were saved using the .ais file extension.

aliasing

When smooth lines and curves in a digital image become distorted due to low resolution.

anchor

A method of fixing an object to the screen or page. When anchoring a selection of an image, the marquee disappears from around the selection.

antialiasing, anti-aliasing

A software technique for reducing jagged lines and curves by using shades of gray and color to smooth out the contrast between neighboring pixels. While this technique may result in a loss of overall image clarity, it greatly reduces the appearance of jaggies.

aspect ratio

The ratio of width to height of an image. An image with an aspect ratio of 3:1 has a width 3 times as large as the height.

archive

A collection of files gathered and often compressed for storage. You can use archiving software, such as ACDSee and ACDZip, to create and view archives.

azimuth

The angle of the shadows that extend from the edges of details in an image. You can control azimuth in images using the Emboss filter.

B**background processing**

Tasks or programs that execute without user intervention, freeing you to work on other tasks.

banding

A disruption in the gradation of colors in a digital image. Banding can also occur when printing images on a multi-pass color printer.

bandwidth

The amount of data that can be sent through a network connection in a fixed amount of time. Bandwidth is measured in Kilobits per second (Kbps).

batch processing

Operations performed to more than one image at a time. For example, resizing a group of images.

blackpoint

The blackest area of an image. You can control the intensity of the black in an image by adjusting the blackpoint.

brightness

The light intensity of an image. You can make an image appear brighter or darker by adjusting the brightness.

C**cache**

A high-speed storage mechanism. The ACD Systems database is a cache.

caption

Free form text associated with a file, or a comment or description added to a printed image.

Clipboard

A Microsoft Windows tool that you can use to copy data from one source to another. To place something on the Clipboard, you can use the Cut or Copy tools. To take something from the Clipboard, you can use the Paste tool.

CMYK

A color model that uses cyan, magenta, yellow, and black as its primary colors.

codec

A technology that compresses and decompresses data. A codec can be used to compress files for transport over a network, the Internet, or to decrease size for storage. The codec then expands files to their original size so that they can be played or viewed on a computer. Stands for compressor/decompressor.

color calibration

The process of setting up your computer so that the color output from your printer matches the colors you see on your monitor.

command line

A line in an application where the system prompts you for a command.

compression

The process or result of converting data to a storage format that requires less space than the original data.

contact sheet

A sheet of paper that contains a series of small images.

contrast

A measure of the differences of color and brightness in an image.

convert

To change a file from one format to another.

cropping

A digital method of removing unwanted areas of an image.

D

database

An electronic filing system where a computer can quickly access data. More specifically, the ACD Systems Database contains two parts: a cached thumbnail file and an information file. The cached thumbnail file contains small copies (thumbnails) of the images on your system. The information file contains more specific information about the files on your system, such as descriptions, dates, authors, notes, keywords, and categories.

database date

A date that you apply to the properties of a file and save in the ACD Systems database.

DDE (Dynamic Data Exchange)

A multiple process communication system used by Macintosh and Windows operating systems. With DDE, two active applications can share the same data.

decode

To read (or view) a file format.

descriptions

Free form text associated with a file. Previous versions of ACDSee stored descriptions in a hidden file called `descript.ion`. One `descript.ion` file was generated for each folder that contains files with descriptions. File descriptions in ACDSee 6.0 are referred to as captions.

dithering

Adjusting the appearance of colors and shades in an image by varying the size and shape of the pixels.

dock

To attach a toolbar, window, or dialog box to different areas of the screen.

DPI (dots per inch)

A measurement of the resolution of a displayed image. The more dots per inch, the higher the resolution, and therefore quality of the image. For example, 92 DPI means 92 dots horizontally and 92 dots vertically, which equals 8464 dots per square inch.

E

editor, image

See "image editor".

elevation

The height of an imaginary light source over an image. The elevation of the light works in conjunction with azimuth to generate a three-dimensional emboss effect.

encode

To write (or save) a file format.

encryption

A method of converting data into a secure format. You need a password or key to read an encrypted file.

EXIF (Exchangeable Image File)

A standard for storing information, primarily with images that use JPEG compression. Most digital cameras create EXIF information. EXIF information is embedded in the image file.

export

To move data from one application to another. The data is placed in a format that the other application understands.

F

feather

To soften the edges of an image so that the image blends into the background.

file listing

A report of the files currently displayed in the ACDSee Browser.

file name collision

An action that results from moving or copying an item to a folder or drive that already contains an item with the same file name.

file format

A medium for encoding information in a file. Each type of file has a different file format that specifies how the information is organized.

filter

A program that can add an effect to an image.

footer

A comment or description added to the bottom of an image. Also referred to as a caption.

frame

A single still image in a film or video.

frame rate

The rate at which frames are displayed in a film or video. Frame rate is measured in Frames per Second (FPS).

G**gamma**

The range of color values a monitor, scanner, or printer can display. Adjusting this value increases or decreases the intensity of the light spectrum. A gamma corrected image simulates the adjusted display value when it is saved.

gray scale

An image composed of different shades of gray.

H**header**

A comment or description added to the top of an image. Also referred to as a caption.

hue

The predominant color in an image.

I

image editor

A program, such as ACDSee or ACD Photo Editor, that you can use to create and edit images.

image optimizer

A program that you can use to make your images more suitable for the Internet. For example, RealOptimizer.

image resolution

Refers to the quality of the details and colors in an image. It is also used to describe the quality of monitors and printer output.

image viewer

A program that displays images. For example, ACDSee.

import

To bring data into an application from another using a format that the receiving application understands.

interpolation

When resizing an image, a process that uses nearby pixels to estimate the color of new pixels added to the larger image.

J

jaggies

Individual pixels displayed in an image with low resolution. The appearance of pixels in an image cause lines and curves to look jagged.

L

lossless compression

A form of compression where no data is lost, and therefore, does not affect image quality.

lossless rotation

The rotation of a JPEG image without the loss of image quality. This works best on images with dimensions that are a multiple of 8 or 16.

lossy compression

A form of compression that attempts to discard unnecessary data. This data loss can affect the quality of the image.

luminance

The brightness, darkness, and contrast information of an image.

M**marquee**

A frame displayed by a dashed line that identifies a selected portion of an image. Depending on the tool you use, you can resize or move a marquee with or without changing the underlying image.

metadata

Information about an image. For example, metadata with images from digital cameras can contain the date and time the picture was taken, the shutter speed, the exposure settings of the camera, and if a flash was used.

monochrome

An image containing a single color.

multiple page image

An image that contains more than one image in a single file. For example, images that use the .tif file extension can have multiple pages.

N**newsreader**

An application for reading and posting messages on Internet newsgroups (online discussion groups).

noise

The effect produced when a variety of pixel colors are used in the same color region. Noise is often produced when an image is resize or converted to another format.

P**photo album**

See "album".

photo editor

See "image editor".

picture viewer

See "image viewer".

pixel (PICTure ELeMent)

The smallest piece of a digital image, arranged in rows and columns.

PPI (pixels per inch)

A measurement of how an image is displayed. The greater the number of pixels per inch, the higher the quality of the image.

plug-in

A software module that adds functionality to a larger program.

primary colors

Colors that can produce other colors by mixing them together. For example, in the RGB color model, red, green, and blue are primary colors.

R**raster image**

An image composed of a rectangular grid of pixels. Each pixel contains a defined value about its color, size, and location in the image. Therefore, resizing the image can affect its quality.

recursive

A program or task that can repeat itself indefinitely. For example, a slide show.

render

To draw images to your screen.

resampling filters

A mathematical method of smoothing images during resizing or printing. A filter estimates how missing or dropped pixels should appear in the image, and replaces them with an approximate color.

resolution

The quality and clarity of an image, measured in pixels, dots per inch, or pixels per inch.

RGB

A color model that uses red, green, and blue as its primary colors.

S**sample**

An audio wave, measured in bits. The more bits in a sample, the better the clarity and fidelity.

sample rate

The number of samples used per second to digitally represent a sound, measured in Hertz (Hz - cycles per second). The more samples taken per second, the more accurate the digital representation of the sound. The sample rate of an audio recording is one of the factors that determines the overall sound quality.

sample size

The size of each sample, measured in bits.

saturation

The purity of a color. The more a color is saturated, the more gray it contains.

selection

A portion of an image highlighted by a marquee.

shell

Another term for user interface. In ACD Systems software, shell refers to your operating system or parent application. You can use shell commands to access other programs or applications from within ACD Systems software.

shell command

A command sent to the operating system or parent application by another program or application.

shortcut menu

A menu that appears when you right-click an area of a program.
Sometimes referred to as a context menu.\

slide show

An automated sequential display of images. You can use slide show software, such as ACDSee, to create and display slide shows of your images.

streaming

Playing an audio or video file as it downloads from the Internet.

T**thumbnails**

A small preview of a full-sized image.

timestamp

The dates and times associated with a file.

transitions

Special effects used when displaying an image or video. You can add transitions to slide shows, screen savers, and videos.

TWAIN

Interface standard for scanners and certain digital cameras.

U**USB (Universal Serial Bus)**

A computer port for connecting peripheral devices, such as mouse devices, keyboards, cameras, and scanners.

V**vector image**

An image made up of individual objects instead of pixels. The objects are defined by mathematical equations. You can adjust the size of a vector image and the image remains clear and of high quality.

viewer, image

See "image viewer".

W**watermark**

Font or graphics added to an image, usually to provide copyright protection.

whitepoint

The whitest area of an image. You can control the intensity of the white in an image by adjusting the whitepoint.

X**XML (Extensible Markup Language)**

A standard language for documents on the Web.

Index

ACD Media Support Package, 16

ACD Systems

- about, 1
- contacting, 182

ACDInTouch, 183

ACDSee

- checking for updates, 14
- converting from older versions, 132
- customizing, 11
- first run, 8
- getting Help, 17
- installing, 5
- Media Support Package, 16
- myACD, 15
- opening a second instance, 6
- starting, 6
- system requirements, 4
- user interface, 8

Acquire Wizard, 48

acquiring

- about, 47
- automatically, 52
- Device Detector, 50
- from a CD, 49
- from a mobile phone, 55
- from a removable device, 48
- renaming, 49
- screen capture, 55

albums

- definition, 210
- importing, 135

archives

- associating with ACDSee, 10
- creating, 154
- supported file formats, 187

audio

- adding to images, 72
- associated, 72
- associating file formats, 10
- embedded, 72
- playing, 69

playing automatically, 69

recording, 73

supported file formats, 188

Auto Advance, 78

Auto-Hide

- Edit Panel, 87
- Selective Browsing, 163

back up

- creating, 135
- restoring, 137

batch functions

- about, 139
- converting, 139
- date and time, 148
- EXIF information, 152
- exposure, 146
- flipping, 140
- renaming, 150
- resizing, 142
- rotating, 140

blur

- Edit Mode, 96
- types, 97

brightness

- definition, 211
- Edit Mode, 90
- multiple images, 146

Browser

- about, 8
- customizing panes, 21
- default toolbar, 191
- keyboard shortcuts, 194
- options, 23
- panes, 20
- refreshing, 45
- resetting layout, 22
- toolbars, 22

Calendar pane

- about, 20
- navigating, 42
- options, 43

shortcuts, 43
using, 41

camera plug-ins, 189

cataloging files, 130

categories
assigning, 127
managing, 127
viewing assigned files, 125
Write Disc, 170

CD creation, 170

classifications
assigning, 127
special items, 158
types, 126
viewing assigned files, 125

color cast, 93

color depth, 68

columns
selecting, 27
sorting by, 29

Compare Images
about, 152
toolbar, 153

contact sheet
adding text, 179
options, 177
sharing, 172

contacting ACD Systems, 182

context-sensitive
Help, 17
toolbar, 22

converting
color depth, 68
database, 132
file formats, 139

copying
files, 37
files to the Clipboard, 38
images, 38

creating
contact sheet to share, 172
custom print format, 176

disc, 170
HTML album, 172
keywords, 124
PDF, 169
SendPix album, 167
shareable slide shows, 168

cropping an image, 102

custom sort, 29

customizing
Browser, 23
Browser panes, 21
Calendar pane, 43
Details view mode, 27
Device Detector, 51
Edit Panel, 86
File List pane, 30
File Management, 36
Folders pane, 35
general options, 14
Organize pane, 128
Preview pane, 33
toolbars, 11
Viewer, 59
Viewer display, 60

database
about, 122
adding EXIF information, 130
backing up, 135
cataloging files, 130
converting, 132
creating, 8
excluding folders, 131
exporting, 132
importing, 133
maintaining, 138
managing, 129
quarantining files, 137
restoring, 137

date
changing file properties, 148
displaying files by, 42

default start folder, 23

deleting
device profile, 54
folders, 34
using the Recycle Bin, 37

Details view mode, 27

Device Detector
about, 8
options, 51
starting, 51
using, 50

device profile
acquiring from, 54
creating, 52
deleting, 54

Device Synchronization Wizard, 52

digital camera
See removable devices

disabling animated images, 14

downloading
ACD Media Support Package, 16
from a mobile phone, 55
updates, 14

Duplicate Finder, 164

DVD creation, 170

Easy-Select bar
Folders pane, 34
Organize pane, 125

Edit Mode
about, 9
auto color, 93
blurring, 96
brightness, 90
closing, 89
color cast, 93
cropping, 102
curves, 92
exposure, 90
flipping, 104
hiding the Edit Panel, 87
HSL, 94
light levels, 91
noise, 98
Preview bar, 88

red-eye, 95
resizing, 100
RGB, 94
rotating, 103
saving images, 89
sharpness, 95
special effects, 104
Unsharp Mask, 96
using, 86

editing
database information, 123
images, 85
metadata, 124

editors
See image editors

emailing images, 166

embedded audio, 72

EXIF
adding to multiple images, 152
adding to the database, 130
printing, 179
viewing on Properties pane, 124

exporting database information, 132

exposure
Edit Mode, 90
multiple images, 146

Favorites, 35

file formats
associating with ACDSee, 10
converting, 139
supported types, 184

File List pane
about, 20
changing view modes, 26
custom sort, 29
filters, 26
full screen, 31
maximizing, 31
options, 30
selecting files, 29
sorting files, 28
using, 24

files

- batch rename, 150
- cataloging, 130
- classifying, 127
- opening in the Viewer, 58
- pasting, 38
- quarantining, 137
- renaming, 39
- replacing, 39

flipping

- Edit Mode, 103
- multiple images, 140

folders

- creating, 34
- excluding from database, 131
- renaming, 39
- synchronizing with the Viewer, 82

Folders pane

- about, 20
- Easy-Select bar, 34
- options, 35
- using, 34

full screen mode

- File List pane, 31
- Viewer, 58

gamma

- adjusting in video, 70
- automatically correcting, 14

generating file lists, 156**getting started**, 7**Help system**, 17**hiding**

- Edit Panel, 87
- image text, 67
- Selective Browsing pane, 163

HTML album, 172**Image Basket**

- about, 20
- using, 44

image editors

- configuring, 13
- opening images in, 86

images

- acquiring, 47
- adding audio, 72
- adding noise, 98
- adjusting colors, 93
- adjusting exposure, 146
- associating with ACDSee, 10
- batch functions, 139
- blurring, 96
- brightness, 90
- brightness curves, 92
- color depth, 68
- comparing, 152
- copying, 38
- cropping, 102
- disabling animation, 14
- editing, 85
- emailing, 166
- exposure, 90
- finding all, 158
- flipping, 104
- light levels, 91
- panning, 64
- printing, 176
- publishing to TiVo, 167
- removing a color cast, 93
- removing noise, 99
- removing red-eye, 95
- resizing, 142
- resizing in Edit Mode, 100
- rotating, 103
- rotating and flipping, 140
- setting as wallpaper, 81
- sharpness, 95
- supported file formats, 184
- viewing, 58
- zooming, 61
- zooming automatically, 63

importing

- albums, 135
- database information, 133
- description files, 135
- photo discs, 134

installing

- ACD Media Support Package, 16
- ACDSee, 5

keyboard shortcuts

- Browser, 194
- Viewer, 198
- Viewer mouse, 202

keywords

- searching, 159
- using, 124

License Manager

See myACD

Magnifying Glass, 65**managing**

- file options, 36
- folders, 34
- keywords, 124

media files

- adjusting gamma, 70
- opening, 69
- supported file formats, 188

metadata

- definition, 217
- editing, 124

mobile phone, 55**moving**

- files, 37
- panes, 21

myACD, 15**Navigator pane**, 65**noise**

- adding, 98
- definition, 217
- removing, 99

online prints, 180**opening**

- images in Edit Mode, 86
- second instance of ACDSee, 6

options

- File Management, 36
- General, 14

Organize pane

- about, 21
- classifications, 126
- customizing, 128

Image Well, 158

Uncategorized, 158

using, 125

panes

- about, 20
- Calendar, 41
- customizing, 21
- File List, 24
- Folders, 34
- Image Basket, 44
- moving, 21
- Organize, 125
- Preview, 33
- Properties, 123
- resetting, 22
- Search, 158
- Selective Browsing, 161
- stacking, 22

PDF, 169**plug-ins**

- about, 189
- disabling, 190
- viewing, 190

Preview bar, 88**Preview pane**

- about, 20
- audio and video, 69
- options, 33
- using, 33

printing

- about, 175
- adding text, 179
- contact sheet options, 177
- images, 176
- ordering prints online, 180
- page settings, 179
- printer options, 178

Properties pane

- about, 20
- using, 123
- Viewer, 66

rebuilding thumbnails, 131**red-eye**, 95**redo**, 88

refreshing the Browser, 45

removable devices
about, 48
acquiring images from, 48
profiling, 52
synchronizing, 52

removing
files from classifications, 128
noise, 99

renaming
files, 39
folders, 39
multiple images, 150
while acquiring, 49

replacing a file, 39

resampling filters
about, 101
Viewer default, 59

resize results, 145

resizing
in Edit Mode, 100
multiple images, 142

restoring database, 137

rotating
Edit Mode, 103
multiple images, 140

scanner
See removable devices

screen capture
options, 56
taking, 55

screen saver
creating, 79
sharing, 168

Search pane
about, 21
Categories and Folders area, 160
Properties area, 160
Quick Search area, 159
using, 158
using file name patterns, 160

searching
about, 157
categories and folders, 160
duplicate files, 164
file properties, 160
instant searches, 158

selecting
files, 29
multiple folders, 34
part of a media file, 70
part of an image, 68

Selective Browsing pane
about, 21
hiding, 163
setting criteria, 162
tips, 163
using, 161

SendPix, 167

sharing
about, 165
CD or DVD, 170
contact sheet, 172
email, 166
HTML album, 172
PDF, 169
SendPix, 167
TiVo, 167

shortcuts
Calendar pane, 43
keyboard, 194

slide show
Auto Advance, 78
options, 75
sharing, 168
starting automatically, 77
viewing, 74

sorting files, 28

special effects
about, 104
Bathroom Window, 104
Blinds, 105
Bulge, 105
Colored Edges, 106
Contours, 107

- Crosshatch, 107
- custom, 120
- Dauber, 108
- Edge Detect, 108
- Emboss, 109
- Furry Edges, 109
- Mirror, 110
- Negative, 111
- Oil Paint, 111
- Pencil Drawing, 111
- Pixel Explosion, 112
- Pixelate, 112
- Posterize, 113
- Ripple, 113
- Scattered Tiles, 114
- Sepia, 115
- Sheet Metal, 115
- Shift, 116
- Solarize, 116
- Sunspot, 117
- Swirl, 117
- Topographic Map, 118
- Wind, 119

starting

- ACDSee, 6
- ACDSee for the first time, 8
- Auto Advance, 78
- Device Detector, 51
- slide shows automatically, 77

synchronizing

- removable devices, 52
- Viewer with a folder, 82

system administrator options, 203

system requirements, 4

technical support, 182

text

- adding to printed pages, 179
- displaying in Viewer, 66

thumbnails

- customizing, 31
- rebuilding, 131

time stamp, 148

TiVo, 167

tool presets, 87

toolbars

- Browser, 22
- Browser default, 191
- Calendar pane, 41
- Compare Images, 153
- Context Sensitive, 22
- customizing, 11
- hiding, 11
- Media player, 70
- resetting, 12
- Viewer default, 192

undo, 88

uninstalling, 5

updates

- checking, 14
- Help, 17

USB mass storage device

- See removable devices*

user interface

- about, 8
- customizing, 11

video

- adjusting gamma, 70
- associating file formats, 10
- extracting frames as images, 71
- playing, 69
- playing automatically, 69
- supported file formats, 188

view modes

- changing, 26
- customizing, 27

Viewer

- about, 9
- closing, 83
- comparing images, 152
- default toolbar, 192
- displaying text, 66
- file properties, 66
- keyboard shortcuts, 198
- Magnifying Glass, 65
- mouse shortcuts, 202
- Navigator pane, 65
- opening files, 58
- options, 59

panning images, 64
playing media automatically, 69
playing media files, 69
synchronizing to a folder, 82
zooming images, 61

viewing

full screen mode, 58
images, 57
images with Auto Advance, 78
organized files, 125
slide show, 74

wallpaper

automatically stretching, 14
creating, 81
restoring, 82

Welcome to ACDSee, 3

What's This Help, 17

zooming

automatically, 63
images, 61
options, 64
setting a zoom level, 62

Notes

Notes

Notes

Notes